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CHAPTER 1 - PROCEDURES FOR OBTAINING A SCHOOL BUS OPERATOR'S PERMIT

Section 302.272, RSMo, requires school bus drivers to obtain a school bus operator's permit to legally drive a school bus in Missouri. The following procedures have been established for persons to obtain this permit.

1. Applicants for the permit must be 21 years of age or older.
2. Applicants for the permit must possess a valid driver license of the correct class. Applicants must present the valid license to the Highway Patrol Driver Examiner and/or Third Party Tester prior to being allowed to complete the written and driving tests.
3. Applicants must pass a written exam concerning the operation of school buses. Topics to be used on the written test are contained within the materials in this manual. The written test will consist of 25 multiple-choice questions. A minimum score of 80% is needed to successfully pass the test. For testing times and locations, contact the Driver Examination Division of the Missouri State Highway Patrol Troop Headquarters in your area.
4. There are two types of school bus permits issued pursuant to 12 CSR 10-24.385 (Appendix A):
 - Type 1 - to a school bus operator transporting 16 or more persons including the driver or operating a vehicle that is designed to transport 16 or more persons including the driver. The holder of a Type 1 school bus permit may also drive any school bus that may be driven by the holder of a Type 2 school bus permit. Type 1 permit holders must have a valid Class A, B or C commercial driver license with a passenger endorsement.
 - Type 2 - to a school bus operator operating a vehicle that is designed to transport 15 or fewer persons including the driver. Type 2 permit holders must have a valid Class E or F driver license.
5. Applicants for the permit must pass the driving test in a vehicle representative of the type of permit they are applying for. A Type 1 permit test consists of a commercial driver license pre-trip, basic controls, and road test. A Type 2 permit test consists of a noncommercial road test. For testing times and locations contact the Driver Examination Division of the Missouri State Highway Patrol Troop Headquarters in your area, your school superintendent or the Customer Assistance Bureau, (573) 751-0742, for Third Party Tester Information.
6. After completion of the written and driving tests, the Highway Patrol Driver Examiner or Third Party Tester will give the applicant a copy of the road exam results. All written tests are administered by the Highway Patrol. Therefore, if the driving test is completed by a Third Party

Tester, the applicant will be required to submit written test results from the Highway Patrol and road test results from the Third Party Tester.

7. A medical examination form must be completed by a medical examiner (Appendix G). The medical examination form will not be accepted if the examination was not completed within 6 months of the date of application for a new permit or within 12 months of the date of renewal for the renewal permit. A Department of Transportation (DOT) medical form will be accepted in lieu of the medical form identified in Appendix G, provided it is completed within the time frames outlined. Medical forms must be completed by a medical examiner. The term medical examiner includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic. Medical forms completed by anyone other than a medical examiner will be rejected. Blank medical examination forms may be obtained from the Highway Patrol at the time the written and/or driving tests are taken. Forms may also be obtained by contacting the Customer Assistance Bureau, 301 West High Street - Room 225, PO Box 200, Jefferson City, MO 65105, (573) 751-2730 or the Department of Elementary and Secondary Education, Pupil Transportation Section, P. O. Box 480, Jefferson City, MO 65102, (573) 751-2626.
8. When a medical examiner has completed the medical examination form, the applicant must mail the original medical examination, the written and road examination results, a completed Missouri School Bus Permit Application (Appendix B) and a \$3 permit fee to the Customer Assistance Bureau, 301 West High Street - Room 225, PO Box 200, Jefferson City, Missouri 65105. A cashier's check, money order, cash or personal check will be accepted.
9. Upon receipt of the application forms, the Customer Assistance Bureau will check the forms to ensure they are complete and accurate. The applicant's driving record will then be checked for any history of motor vehicle violations. Driving history guidelines can be found in Appendix C.
10. Applicants who reside outside the State of Missouri must submit a motor vehicle record from their state of residency to the Customer Assistance Bureau at the time of application. The records must be less than thirty (30) days old and must be original documents.
11. If the motor vehicle record contains a history of moving vehicle violations, the applicant does not possess a valid license, or the medical examination form is not acceptable, the permit will be denied.
12. If the motor vehicle record, medical examination and license are clear, the Customer Assistance Bureau will issue a temporary permit and mail it to either the remitter or the applicant. A request will then be sent to the Highway Patrol to check the individual's criminal history. A criminal history will be made to check for the offenses listed in Chapter 5. If the

criminal history check is clear, the Customer Assistance Bureau will issue the school bus permit. If the criminal history contains one or more disqualifying violations listed in Chapter 5, the permit will be denied.

13. If the permit is denied for any reason, a letter indicating the denial reason(s) will be sent to both the individual and the remitter (if applicable). If the permit request was submitted by a school district or contractor (remitter), the \$3 fee will be credited to the remitter's account.
14. Districts or contractors who wish to submit permit applications for their employees may do so. The responsible person should:
 - Complete the "Remitter Information" form (Appendix H).
 - Ensure all information is complete and each application includes the materials outlined above.
 - Ensure the payment enclosed is sufficient to cover the permit fee for all applications, including any fax fees as outlined in paragraph 17.
15. A check written on the account of the district or contractor is an acceptable form of payment. All correspondence regarding refunds, rejects, denials, temporary permits and regular permits will be mailed directly to the contact person listed on the "Remitter Information" form.
16. A remitter can fax requests for permits to (573) 751-0466. Faxed requests must include:
 - School bus application
 - Medical examination form
 - Written/road examination results (new applicants)
 - Form DOR-4104 (for renewals only)
17. If both the written and road examinations are conducted by the Missouri State Highway Patrol, there is another option available for school bus permit processing. Refer to Chapter 6 for an explanation of these procedures.

The Application for Missouri School Bus Operator Permit is available on the Internet at: **www.dor.state.mo.us/mvdl/drivers/forms/**

If a school bus permit is lost, contact the Customer Assistance Bureau, 301 West High Street - Room 225, PO Box 200, Jefferson City, Missouri 65105, telephone: (573) 751-2730, to obtain a duplicate permit at the proper fee.

CHAPTER 2 - MISSOURI REVISED STATUTE REGULATIONS

SCHOOL BUS PERMIT (Section 302.272)

1. School bus drivers must qualify for a school bus permit and comply with the pertinent rules and regulations of the Department of Revenue and the State Board of Education. A school bus permit shall be issued to any applicant who:
 - Has a valid driver license of the correct class
 - Is at least twenty-one years of age
 - Passes a medical examination, including vision and hearing tests, as prescribed by the Director of Revenue
 - Has successfully passed an examination for the operation of a school bus as prescribed by the Director of Revenue
 - Pays the permit fee of \$3
 - Passes a driving record and criminal record check
 - Submits a Missouri School Bus Permit Application
2. The examination for the operation of a school bus will include, but is not limited to:
 - A written examination of applicable laws, rules and procedures
 - A driving test in the appropriate class of vehicle to be operated
3. Any person successfully passing an examination for the operation of a type 1 bus shall be deemed eligible to operate a type 2 bus.
4. If a person fails the driving test three times, the Highway Patrol may require approval from the Department of Revenue before administering another test.
5. To renew a school bus permit, the applicant must:
 - Have a valid driver license of the correct class
 - Be at least twenty-one years of age
 - Pass a medical examination, including vision and hearing tests
 - Pass a written examination. However, an applicant who has successfully completed a school bus training program approved by the Director of Revenue may substitute such training in place of a written test. To qualify, the training program must have been completed within the preceding 12 months. Form DOR-4104 must be completed showing hours of training and must be signed by a certified driver trainer.
 - Pay the permit renewal fee of \$3
 - Pass a driving and criminal record check

IMPORTANT INFORMATION FOR SCHOOL BUS DRIVERS OVER THE AGE OF 70:

The Customer Assistance Bureau will issue a school bus permit for three years, or until an individual's 71st birthday, whichever comes first. Individuals who are over the age of 70 must renew their school bus

permits annually. In order to renew the permit on an annual basis, individuals who are over 70 years of age must successfully complete an annual driver license examination (including both written and road examinations) and a medical examination (including vision).

6. Once an applicant has passed the medical, written and driving exams, has no history of moving violations, and has paid the \$3 fee, he or she will be sent a temporary school bus permit. The temporary permit is good for 60 days. The Customer Assistance Bureau will send a regular school bus permit following the criminal history check described below.
7. A license suspension or revocation, or a plea or finding of guilty of any of the following offenses will prevent the issuance of a new or renewal school bus permit:

A conviction for:

- Any felony for murder or manslaughter
- Any misdemeanor or felony for a sexual offense
- Any misdemeanor or felony for prostitution
- Any misdemeanor or felony for an offense against the family
- Any misdemeanor or felony for pornography or related offense, or
- Any similar crime in any federal, state, municipal or other court of similar jurisdiction
- Any felony involving robbery, arson, burglary or a related offense within ten years of the date of application
- Any felony or misdemeanor for violation of drug regulations, or
- Any similar crime in any federal, state, municipal or other court of similar jurisdiction
- Any offense against the person involving the endangerment of a child.
- Felony or misdemeanor for a weapons offense

SPEED LIMITS (Section 304.009)

Most highways and streets have posted maximum, and sometimes minimum, speed limits. Vehicles should not be driven faster than the maximum speed nor slower than the minimum speed except when a slower speed is required for safe operation. No vehicle shall be operated less than 40 mph on any interstate highway. Do not exceed the maximum posted speed limit or those set by local school board policy or the school bus contractor.

OPERATION OF MOTOR VEHICLES (Section 304.010)

1. Every person driving a motor vehicle on Missouri roads must drive in a careful and prudent manner and drive at a speed that will not endanger the property or life or limb of any person.
2. Even if another driver is driving carelessly or exceeding the speed limit, others must still drive as safely as possible to avoid having an accident.

PASSING REGULATIONS (Section 304.016)

1. Use the left lane to pass another vehicle. The right lane may be used to pass when:
 - The vehicle you are passing is making a left turn in a left turn lane
 - You are on a street with four or more lanes of traffic
 - You are on a one-way street
2. Never use the shoulder or unpaved part of the highway to pass.
3. Before you pass a vehicle, make sure you are in a safe passing zone. On four lane highways, check the left lane for traffic by using your left and inside rearview mirrors and briefly looking over your left shoulder. Looking over your left shoulder is important because it allows you to see your "blind spot." Blind spots are the spaces you cannot see with your rearview mirrors.
4. If the way is clear, signal that you are changing lanes. Pass the other vehicle quickly and smoothly being careful not to exceed the speed limit. Don't stay in the other driver's blind spot.
5. Give plenty of room to the vehicle you just passed. Don't turn back into the right lane until you see the vehicle you passed in your rearview mirror. Remember to look over your right shoulder to check your blind spot, and be sure to signal.
6. If another vehicle begins to pass you, stay in your lane and do not increase your speed. If many vehicles are passing you on the right, you are probably going slower than the rest of the traffic. Unless you will be turning left soon, you should move into the right lane when the way is clear.
7. Before crossing the center line to pass another vehicle, make sure the way is clear of oncoming traffic. Do not attempt to pass if there are oncoming vehicles within the distance it would take you to pass. And do not attempt to pass if you cannot see far enough ahead to know if the way is clear.
8. When driving on a highway, drive in the right hand lane. On two lane highways, use the left lane ONLY for passing when there are no oncoming cars and no solid yellow line. On four lane highways, you may drive in the left lane when passing, making a left turn, or when traffic is merging from the right.
9. Never drive on the left side of the road when:
 - You are approaching the top of a hill
 - You are on a curve of the highway that you cannot see around
 - You are in or within 100 feet of any intersection or railroad crossing

- Your view is obstructed within 100 feet of any bridge, viaduct or tunnel

TRAFFIC SIGNALS

1. A **RED FLASHING** light means the same thing as a stop sign. After you have come to a full stop, you may proceed with caution.
2. A **YELLOW FLASHING** light tells you to slow down and proceed with caution.
3. You must stop at a steady **RED** light, as you would at a stop sign. Unless you are making a right turn, you must wait for the signal to turn green before you proceed.
4. A **YELLOW** light tells you that the traffic signal is changing from green to red. Stop at a yellow light unless you are within the intersection or are so close that you cannot safely stop before entering the intersection.
5. A **GREEN** light tells you that you can go through the intersection. However, you must first yield the right-of-way to traffic and pedestrians that are still in the intersection.

PAVEMENT MARKINGS

1. Where the line on the left of you is **YELLOW**, the traffic on the other side of the line is moving in the **OPPOSITE** direction.
2. Where the line on the left of you is **WHITE**, the traffic is moving in the **SAME** direction. A solid white line marks the right edge of many roads.
3. The center marking for roads with four lanes consists of **TWO SOLID YELLOW LINES**. The yellow lines tell you the traffic on the other side of the lines is moving in the opposite direction. You should never cross the two solid yellow lines except when making a left turn.
4. Some two-lane roads may have **NO PASSING ZONES** marked with **SOLID YELLOW LINES**. No passing zones are on hills or curves where you cannot see far enough ahead to pass safely. Passing must be completed before entering a no passing zone.

EMERGENCY VEHICLES (Section 304.022)

You must yield the right-of-way to emergency vehicles flashing a red or blue light or sounding a siren. When you see or hear an emergency vehicle, pull over to the right of the road and stop. You may continue to drive after the emergency vehicle has passed.

RAILROAD CROSSING (Section 304.030)

1. Section 304.030, RSMo states that every school bus must stop at all railroad grade crossings within 50 feet, but not less than 15 feet, from the nearest rail **except** that such a full stop shall not be required at:
 - Streetcar crossing within a business or residence district
 - Railroad grade crossing protected by a watchman or a traffic officer on duty
 - Traffic control signal (not railroad flashing signal) giving positive indication to approaching vehicles to proceed
 - A full stop is also not required when the Division of Transportation (Motor Carrier and Railroad Safety) has ordered the placement of an exempt sign at the crossing
2. When authorized by law or regulation a supplemental sign (R15-3) bearing the word **EXEMPT** may be used below the Crossbuck and Track signs at the crossing, and supplemental sign (W10-1a) may be used below the railroad advance warning sign. These supplemental signs are to inform drivers of vehicles carrying passengers for hire, school buses carrying children, or vehicles carrying flammable or hazardous materials that a **stop is not required** at certain designated grade crossings, except when a train, locomotive, or other railroad equipment is approaching or occupying the crossing or the driver's view of the sign is blocked or **if the traffic signal indicates you must stop**.



R15-3 White background
W10-1a Yellow background

FOLLOWING DISTANCE (Section 304.044)

1. When you are driving a bus or truck, you must not follow another bus or truck within 300 feet. You may follow closer than 300 feet when you are in a business or residential district or when passing.
2. All motor vehicle drivers should keep a safe distance between their vehicle and the vehicle in front of them. A safe distance under normal conditions is one car length for each 10 miles per hour of speed. For example, when you are driving 30 mph, keep three car lengths between you and the vehicle in front of you.
3. Wet pavement will increase the distance you need to bring your vehicle to a full stop. So, when you are driving on wet pavement, be sure to slow down and increase the safe distance between your vehicle and the

vehicle in front of you.

RESPONSIBILITIES OF SCHOOL BUS DRIVERS & OTHER DRIVERS (Section 304.050)

1. Every school bus must have:
 - A plainly visible sign on the front and back, with the words "school bus" in letters at least eight inches in height
 - On the rear in plain and distinct type: "State Law: Stop while bus is loading or unloading"
 - A mechanical and electrical signaling device approved by the State Board of Education. The signaling device must be plainly visible from the front and rear and indicating the driver's intention to stop the bus.
 - A crossing control arm if the school bus has a gross vehicle weight rating of more than ten thousand pounds and an engine mounted entirely in front of the windshield and the entrance door behind the front wheels
2. When loading or unloading students from your bus, you must activate the mechanical and electrical signaling devices. These signaling devices will tell drivers of other vehicles that students are loading or unloading.
3. Never load or unload students on a highway where they would have to cross more than two lanes of traffic.
4. When stopping to load or unload students, never stop the bus on a highway without shoulders with a speed limit greater than sixty miles per hour unless there is at least five hundred feet of visibility from each direction. Never stop a bus on any other highway unless there is at least three hundred feet of visibility in each direction.
5. After loading or unloading students, if there are three or more vehicles behind the bus and if it is safe to do so, the bus shall remain stopped until the vehicles have passed the bus. Otherwise, the school bus should only be stopped for the amount of time it takes to load and unload students.
6. When approved by a local school board policy, a driver of a school bus loading or unloading students upon a divided highway of four or more lanes may pull off of the main roadway and load or unload students without activating the eight-way light system or displaying the stop arm which gives the signal for other drivers to stop. The driver may use the amber signaling devices to alert motorists that the school bus is slowing to a stop. The driver must activate the emergency flashing signal lights to alert drivers to proceed with caution. Students cannot be required to cross any lanes of traffic.

7. When the driver of another vehicle sees a bus signaling to stop, he or she should stop before reaching the school bus. The vehicle should remain stopped until the bus resumes motion, or the bus driver signals for it to pass. Vehicles do not have to stop when:
 - The bus is on a different roadway.
 - The bus is on a four or more lane highway and traveling in the opposite direction
 - The bus is stopped in a loading zone where pedestrians are not permitted to cross the roadway
8. School bus drivers should report vehicles that have violated the school bus signal to stop. Such a report should be made to the driver's supervisor, and should include the vehicle's license plate number and all other pertinent information regarding the driver and vehicle.

WEIGHT LIMITS ON COUNTY ROADS AND BRIDGES (Section 304.220)

Weight limits may be set on county roads and bridges. These weight limits will be posted on the road and at each end of the bridge. If your bus is over the weight limit, do not cross the bridge.

TURNS AT INTERSECTIONS (Section 304.341)

1. **RIGHT TURNS** - Start and make your right turn as close as possible to the right curb or edge of the road.
2. **LEFT TURNS** - Start and make your left turn in the lane closest to the center line.
3. **MULTIPLE LEFT TURN LANES** - Some streets may have more than one lane marked for left turns. If you are turning from the left-turn lane, enter the left lane on the right of the yellow dividing line. If you are turning from the right left-turn lane, enter the right lane.
4. **TWO-WAY LEFT TURN LANES** - Some streets have a center lane marked as a two-way left turn lane. Use this lane to slow down or stop before you make a left turn. Don't use this lane to pass other cars. And where there is a two-way left turn lane, don't make a left turn from any other lane.
5. **TRAFFIC CONTROL DEVICES** - State and local authorities may set official traffic-control devices in or next to an intersection. These may be signs such as "NO RIGHT TURN" or "DO NOT ENTER." You must obey these signs.
6. **U-TURNS** - You can only make a U-turn when you can do so safely. U-turns are not allowed:
 - At intersections controlled by a traffic signal or a police officer

- At any curve in the road
- Near the top of a hill
- At any place your vehicle cannot be seen by oncoming traffic within a distance of three hundred feet
- Where making a U-turn would create a traffic hazard

RIGHT OF WAY (Section 304.351)

1. When nearing an intersection, you must yield the right-of-way to vehicles and pedestrians already in the intersection. Before pulling into traffic, make sure that the way is clear. You must not enter a street if doing so will cause another driver to stop or slow down. If you arrive at an intersection that has no form of traffic control at approximately the same time that another vehicle arrives from a different street or highway, the vehicle on the right has the right-of-way.
2. After stopping, you may turn right on a red light if:
 - There is no "NO RIGHT TURN" sign posted
 - There is no "NO RIGHT TURN ON RED" sign posted
 - The way is clear of vehicles and pedestrians
3. When entering a highway from an entrance ramp, you must yield the right-of-way to vehicles already on the highway.
4. When making a left turn, yield the right-of-way to oncoming vehicles that are in the intersection. You must also yield the right-of-way to vehicles so close to the intersection that an accident might happen if you turn.
5. You must yield the right-of-way to pedestrians in a marked or unmarked crosswalk.
6. State and local authorities may post stop or yield signs at an intersection. You must obey these signs.
7. When approaching a stop sign or a red stop light:
 - Stop before the stop line
 - Stop before the crosswalk
 - If there is no stop line or crosswalk, stop before entering the intersection
8. When you are approaching a yield sign, slow down or stop. You must yield the right-of-way to any vehicle in the intersection as well as any vehicle so close to the intersection that an accident might happen if you proceed.
9. You must obey traffic officers at all times. If you see a traffic officer giving directions, do what he or she says and ignore any traffic signs or signals. For example, if the officer signals for you to stop at a green light, you must stop.

USE OF HEADLIGHTS (Section 307.070 and 5 CSR 30-261.010)

1. Headlights must be illuminated whenever students are being transported (pursuant to 5 CSR 30-261.010).
2. Use your low beams when you come within 500 feet of an oncoming vehicle. Also use your low beams when following another vehicle within 300 feet (Section 307.070).

INSPECTION OF SCHOOL BUSES (Section 307.375)

1. **INSPECTION BY AN OFFICIAL INSPECTION STATION** - Every school bus must be inspected annually by an official inspection station not more than 60 days before being used to transport students during the school year.
2. **INSPECTION BY THE MISSOURI STATE HIGHWAY PATROL** - In addition to the inspection by an official inspection station, each school bus will be inspected by the Missouri State Highway Patrol. The Highway Patrol regularly inspects buses after February 1st of each year at a place convenient to the bus contractors and school districts. The Highway Patrol may also inspect any school bus at any time.
3. If your bus does not pass the Highway Patrol inspection because of defects, you will be asked to have your bus fixed and inspected again in 10 to 15 days. If your bus has serious defects, you may not transport students in it until the defects have been corrected and you have notified the Highway Patrol.

REGULATIONS SET BY THE STATE BOARD OF EDUCATION (Section 304.060)

1. All school buses owned and operated by any school district or privately owned and operated under contract with any school district in this state, must comply with the regulations set by the State Board of Education.
2. The State Board of Education may adopt rules and regulations governing the use of other vehicles owned by a district or operated under contract with any school district in the state and used for the purpose of transporting school children. The operator of such vehicle shall be licensed in accordance with Section 302.272, RSMo (Missouri School Bus Operator's Permit), and such vehicle shall transport no more children than the manufacturer suggests as appropriate for such vehicle.
3. The State Board of Education may also adopt rules and regulations governing the use of authorized common carriers for the transportation of students on field trips or other special trips for educational purposes.

CHAPTER 3 - DEPARTMENT OF EDUCATION REGULATIONS

5 CSR 30-261.010 REQUIREMENTS FOR THE OPERATION OF SCHOOL BUSES

PURPOSE: The State Board of Education has the authority to adopt and enforce regulations for the operation of all school buses used for the transportation of school children owned and operated by any school district or privately owned and operated under contract with any school district in this state. The following rule establishes requirements for the safe, efficient and economical operation of school buses.

(1) GENERAL REQUIREMENTS FOR APPROVAL OF SCHOOL BUS TRANSPORTATION

- (A) All transportation of pupils furnished by a school district shall be authorized in accordance with the law.
- (B) School bus routes over which school buses travel shall be approved by public school district board of education action no later than the end of October for its initial approval and no later than the end of June for the final approval of modifications made during the school year.
- (C) All vehicles used for transporting pupils shall carry liability and property damage insurance.
- (D) There shall be on file in the appropriate school district office copies of current contracts, bonds, drivers' physical examination certificates, school bus permits and maps of school bus routes. Public school district boards of education shall require operators of school buses to conduct and prepare a record of the daily pretrip inspection for each school bus.
- (E) Public school district boards of education shall provide proper accounting of pupil transportation data and shall prepare and submit to the State Board of Education necessary reports for apportioning state transportation aid and for statistical purposes.
 - 1. A listing shall be made of pupils scheduled to be transported on each board of education's approved routes on the second Wednesday of the month for the months of October and February.
 - 2. The school district listing of pupils scheduled to be transported by route must be signed and maintained by the superintendent of schools or an appointed designee.
- (F) No school district shall receive state transportation aid for any pupil transported in a vehicle or over a school bus route which has not been

approved by the public school district board of education or for any pupil transported in a vehicle whose driver does not meet the school bus driver qualifications as stated in section (2) of this rule.

(G) If a lock is to be placed on an emergency exit of a school bus, it shall be designed in a manner so that the engine cannot be started with the emergency exit locked.

(H) Public school district boards of education shall forbid drivers to pull any type of trailer behind a school bus.

(I) Only those signs and lettering allowed by law or rule shall be written on or attached to a school bus, except for safety-related signs or lettering which, if used, shall be placed on the rear of the bus, in no way obstructing the driver's view. An exception to the requirement of this subsection concerning rules may be granted by the Department of Elementary and Secondary Education.

(J) Emergency evacuation drills on school buses shall be required for all students in grades kindergarten through six (K-6), at least once per semester. The first drill must be completed annually prior to October 31. The public school district board of education shall prescribe emergency evacuation drill requirements for all other students.

(K) Boards of education shall require operators of school buses to conduct and prepare a record of the daily pretrip inspection for each school bus.

(2) SCHOOL BUS DRIVER QUALIFICATIONS

(A) All school bus drivers shall be duly licensed in accordance with Missouri statutes, and public school district board policy.

1. Be in good physical and mental health;
2. Undergo a physical examination annually no more than ninety (90) days before the beginning of the school year by a medical examiner who is licensed, certified, and/or registered, in accordance with applicable Missouri laws and regulations, to perform physical examinations to determine whether they meet the requirements of section 302.272, RSMo, and present a signed physical examination certificate that they, in their medical examiner's judgment, meet or exceed those requirements to the employer. The term medical examiner includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the public school district board of education, must submit a release by the attending physician prior to resuming school bus operation; and

3. Undergo testing for drug and alcohol use/abuse, in compliance with laws.

(3) DRIVER OPERATION

(A) School bus drivers shall:

1. Observe carefully all signs, signals, and rules of the road as provided by the Missouri Motor Vehicle Laws.
2. Follow these loading and unloading procedures:
 - A. If school bus is equipped with a master switch, make sure the master switch is in the "on" position;
 - B. Activate prewarning amber flashing lights at least five hundred feet (500') before a designated stop;
 - C. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down;
 - D. Pull as far to the right as practicable on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred feet (300') in both directions. Check all mirrors to see that traffic is clear and it is safe to stop;
 - E. Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes right, rough ground, and the like). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6') and not more than ten feet (10') from the closest student;
 - F. Place the transmission in neutral and set the parking brake as needed;
 - G. Deactivate the prewarning amber flashing lights and activate the red flashing warning lights and the stop arm when opening the service door after stopping;
 - H. Check traffic in front and rear of school bus before you give the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal and to check traffic before crossing the roadway;
 - I. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten feet (10') in front of the bus and only upon a signal given by the driver,

monitor, or bus patrol when organized bus patrols are used; and

J. Have students go directly to their seats. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm.

3. Perform and prepare written documentation of the daily pretrip inspection which is to be submitted to the transportation administrator. Pretrip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires and safety equipment as a minimum. Any defects or deficiencies that may affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately in writing and the driver shall not operate the school bus until the defect or deficiency has been corrected.

4. Activate the prewarning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100') before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.

5. Assume control of all children while they are being transported requiring respectful and orderly behavior from them. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities.

6. Not back the school bus on school grounds unless rear is guarded by school patrol or adult and driver is advised that the way is clear. Backing the bus at any time shall be avoided if at all possible.

7. Follow these procedures when a school bus is disabled:

A. Stop the bus as far to the right as possible (on the shoulder, if available);

B. Secure the bus, activate hazard/warning lights and set parking brake;

C. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location;

D. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus;

E. Telephone, radio or send capable student to call authorities, giving bus location and description of breakdown; and

- F. See that all pupils are delivered to their destinations.
- 8. Keep inside of vehicle clean and comfortable at all times.
- 9. Keep lettering and lights on front and rear of bus clean so that all markings are clearly visible.
- 10. Keep service door closed at all times when bus is in motion.
- 11. Not leave a loaded bus while motor is running.
- 12. Fill the fuel tank only when there are no children in the bus.
- 13. Not allow animals on the school bus except for Seeing Eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with Section 162.710, RSMo.
- 14. Not allow weapons or explosive material on the school bus.
- 15. Not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or exit area.
- 16. Make and promptly file all daily, weekly and monthly reports that may be required.
- 17. Use seat belt whenever the bus is in motion.
- 18. Not drive any school bus for more than:
 - A. Eight (8) consecutive hours. Hours will be consecutive unless individual ceases operation of the vehicle for at least sixty (60) minutes; or
 - B. An aggregate of twelve (12) hours in a twenty-four (24)-hour period.
- 19. Illuminate headlights whenever students are being transported.
- 20. Not use tobacco products at any time in the school bus; and
- 21. Not operate a school bus while under the influence of intoxicants, narcotics or drugs.

(4) REPORTING OF SCHOOL BUS ACCIDENTS

Any school bus accident that results in personal injury or total property damage in excess of five hundred dollars (\$500) shall be reported on the School Bus Accident Report (3-260-011) immediately following the accident.

(5) PUBLIC SCHOOL DISTRICT ROUTE APPROVAL – GENERAL DEFINITIONS AND PROCEDURES

(A) General Definitions

1. Eligible miles - Those miles traveled from where the bus is kept at night until it returns to the same location after the pupils have been returned home, so long as it is used only to transport pupils to and from school, are eligible for state transportation aid.

2. Ineligible miles - All miles that are driven for any purpose other than transporting students to and from school during the school term are ineligible for state transportation aid. Field trips, athletic trips and other extracurricular activity trips are examples of ineligible miles. Miles traveled to rerun a route or part of a route to transport students participating in before- or after-school activities or training are also ineligible miles. All ineligible miles shall be recorded and subsequently reported on the application for state transportation aid.

3. School bus route – A bus route begins when a bus leaves a point (home, school, and the like) empty and proceeds on a predetermined route, picking up pupils and then traveling to a school(s) until the bus is empty; and returning the pupils to a designated point after school. If more than one (1) route is run by the same bus, each additional route begins when the bus is empty after discharging all the pupils from a previous route and proceeds along another predetermined route, picking up pupils and discharging all of them at their attendance center(s) and returning them home.

(B) Public School District Route Approval Procedures – Public school districts must adopt a policy implementing school bus route approval procedures for the annual approval of the routes needed for safe and cost efficient pupil transportation service which meets and may exceed the state board's minimum requirements as described in this subsection. The policy shall be adopted and used during the 1998-99 and subsequent school years. A copy of the policy shall be filed with the state board as may be required.

1. Criteria for determining routes –

- A. Location of pupil's residence;
- B. Grade and age of the pupils to be transported;
- C. Type and condition of roads;
- D. Standard of service desired; and
- E. Funds available for transportation service.

2. Safety considerations for establishing school bus routes –
 - A. The general safety of all routes in relation to hazards such as hills, intersections, railroad crossings, bridges, sharp curves, and obstructions to visibility;
 - B. The general safety of loading and unloading stops in relation to the visibility of approaching motorists;
 - C. Walking distance to the bus stop in relation to the age of the pupil; and
 - D. Waking route safety to loading stop, from unloading stop, and loading zones.
3. Administrative policy shall be adopted by the public school district board of education for the 1998-99 and subsequent school years which describes the criteria, safety considerations and routing standards school officials must use when establishing or modifying school bus routes. Examples of administrative policy components include but are not limited to:
 - A. Duplication of route miles and “deadheading” shall be avoided if at all possible.
 - B. School bus stops should be established no less than five hundred feet (500’) apart;
 - C. Multiple routes by a single school bus should be used when possible.
 - D. Routes should be planned to avoid dead-end streets or cul-de-sacs whenever possible;
 - E. Assign pupils to school busses so that passenger loads do not exceed manufacturer vehicle passenger capacity and to avoid overloading;
 - F. All school buses should be loaded as near their capacity as possible;
 - G. Buses should be used primarily to transport pupils to and from school. Buses may be used to transport pupils on school-sponsored activity trips, but such trips should not interfere with the transportation of pupils to and from school;
 - H. Each school district shall keep on file an up-to-date map showing the location and length of each school bus route;

I. Bus routing and seating plans shall be coordinated so that there are no standees and every passenger is provided a seat. The seating space provided each passenger must be sufficient to ensure that the back of each passenger may come into full contact with the seat back;

J. All vehicles used to transport pupils shall comply with the requirements of the law and with standards and safety rules as adopted by the State Board of Education; and

K. School bus inspection in the month of August shall be conducted as provided by law before the approval of the routes.

4. School districts that transport nonresident pupils not legally assigned or through interdistrict contract shall not claim any additional miles as eligible miles and the pupils shall be reported as ineligible pupils.

A. High school pupils from elementary school districts – High school pupils residing in an elementary school district are to be claimed only by the elementary district. The elementary district shall claim mileage from where the bus enters the elementary district, including miles traveled within the elementary district and the most direct route to the school of attendance.

5 CSR 30-261.025 MINIMUM REQUIREMENTS FOR SCHOOL BUS CHASSIS AND BODY

BUS BODY IDENTIFICATION

1. A black identification number may be used. In addition to the number: (1) a special purpose pictorial sign identifying a school bus for younger pupils and/or (2) a lettered sign identifying the route and/or name of school destination in colors other than National School Bus Yellow and black may be used.
2. When a pictorial or lettered sign is used, it shall be mounted below the right front passenger window immediately behind the service door. The sign shall not exceed 413 square inches. The sign shall only be made of a durable material and attached in such a manner that prevents loss while bus is in motion so that it does not pose a safety hazard to pupils. Such signs shall not be placed on any school bus window. Safety messages may be placed on the rear of the bus as long as they do not obstruct the driver's view (5 CSR 30-261.010).

CHAPTER 4 - GENERAL INFORMATION FOR OPERATING A SCHOOL BUS

WHERE ACCIDENTS OCCUR

1. Because of the dangers in the unloading and loading area, the Missouri State Board of Education adopted a rule that requires pupils, when crossing the roadway, to cross **at least 10 feet in front of the school bus. The driver should not put the bus in motion until the last pupil off of the bus is at least 10 feet away from the bus.** The only way your students will abide by this procedure is for you, the bus driver, to **insist** that they load and unload in this manner.
2. The law (Section 304.050, RSMo) is on your side when you load and unload pupils on a public roadway:
 - When any school bus is stopped on a roadway to load or unload school children, the drivers of other vehicles, coming from either direction, must stop and not proceed until the school bus resumes motion
 - No school bus driver shall take on or discharge passengers at any location on a roadway consisting of four or more lanes of traffic, even if divided by a median or barrier, in a way that requires the pupils to cross more than two lanes of traffic
 - On a highway with separate roadways, a vehicle need not stop when meeting or overtaking a school bus on a different roadway or a school bus which is proceeding in the opposite direction on a highway containing four or more lanes of traffic or one which is stopped in a loading zone where students are not permitted to cross the roadway
3. **You must give adequate warning (activate amber lights 500 feet before the stop) and be legally stopped with the stop arm extended and the red lights flashing for the laws to protect you. Never** let a child cross the road until you are sure all vehicles are stopped and it is safe. Don't let that "once in a lifetime" accident happen to one of your passengers.

LOADING AND UNLOADING PROCEDURES

1. If the bus is equipped with a master switch, make sure the master switch is in the "on" position.
2. Activate the prewarning amber flashing lights at least 500 feet before the designated stop.
3. When slowing down for a designated stop, apply brakes hard enough to light up the brake lights so that the vehicles behind you will know you are slowing down.

4. Signal for a right turn to show you will move to the right if leaving the main traveled portion of the road.
5. Check all mirrors to see that traffic is clear and it is safe to stop.
6. Approach waiting pupils with extreme care, paying attention to the surface on which you will stop (dry, slippery, slopes right, rough ground, etc.). If possible, do not stop closer than three feet from the waiting pupils.
7. Place transmission in neutral and set the parking brake, if needed.
8. Check traffic in front and rear of bus and open the front door before you give the students the okay to cross the road. **Train your passengers not to approach the bus until you signal them.**

On buses equipped with a master switch, opening the door will deactivate the amber flashing lights and activate both the stop signal arm and the alternately flashing red lights.

9. Have pupils go directly to their seats. When pupils are properly seated, check traffic.
10. Close the front door to deactivate the red flashing warning lights.
11. Check traffic using mirrors; turn on left turn signal, if needed. When safe, pull back into traffic; cancel turn signal.

Unloading pupils poses added problems, especially on the return trip home. Follow the LOADING procedure, with these additions:

1. Pupils should remain seated until the bus has stopped.
2. Give other motorists a chance to react to the flashing red warning lights. Don't allow pupils to get off the bus until traffic has stopped.
3. Pupils crossing the road must walk at least 10 feet in front of the bus.
4. Check traffic in both directions before allowing pupils to cross the roadway. When it is safe, get eye contact with pupils and signal them to cross. Students should also check traffic for themselves. You are responsible for the safety of all pupils crossing the roadway regardless of grade level.
5. If another driver violates the stop arm law, write down the license number and as many other details as possible about the driver and vehicle, and turn the information in to your supervisor or law enforcement officials.
6. When pupils have safely crossed the road, disengage the stop arm and

close the door, canceling the red flashing warning lights to allow stopped traffic to move on.

7. Activate the left turn signal, if needed, and check mirrors before pulling back into traffic.

GENERAL GUIDELINES FOR LOADING/UNLOADING STUDENTS

1. Pull bumper to bumper in the loading/unloading zone at school.
2. Always require an orderly loading/unloading procedure.
3. Always look at the roadway when you begin moving--someone may be in front of you.
4. Always count the students as they are unloading and again when they are outside the bus so that you know where everyone is.

DESIRABLE STUDENT CONDUCT

Since the health, safety and welfare of the students are a team concern, it is desirable that bus driver-student relationships be reinforced by teachers, school officials and parents. Because of the variety of ages of students transported, the driver should be flexible enough to be tactful in dealing with all ages.

GOOD PUPIL RELATIONS TACTICS

1. Show a personal interest in each student's welfare.
2. Provide a parental image, if appropriate.
3. Talk with your students, not down to them.
4. Be alert and flexible; it is the unexpected behavior that causes many of a school bus driver's problems.
5. To keep students safe, you must control them tactfully as well as you control the bus--but students aren't always as predictable as your vehicle. Good student management must be practiced not only during the ride but especially during loading and unloading.
6. An informal atmosphere that encourages pupils to relax and enjoy the environment during the ride is desirable. There are, however, certain limits for student behavior. In general, any activity that distracts you from driving is objectionable. If you are worried about the activity inside the bus, you cannot be a safe driver.

Supervision of pupils should be sufficient to assure that:

1. Students will enter and leave the bus at school and on the route at **highway bus stops** in an orderly fashion according to prescribed instructions. This requires that pupils, at all times, proceed without haste or loitering, without crowding and pushing, and that they show regard for their own safety and the safety of others.
2. Students should be orderly enough not to distract you. Pupils must, at all times, refrain from shouting and other boisterous activity, and refrain from talking to you while the bus is in motion.
3. Students should go directly to their seats and remain seated while the bus is in motion.
4. Students should cross the road in accordance with your instructions.
5. Students should neither purposely nor carelessly destroy property. Transportation equipment is expensive and paid for by taxpayers. Pupils can be expected to cooperate in its maintenance and preservation. Orderly behavior in the bus, at all times, is essential. Roughhousing is not only hard on seats and interior finish; it also makes it difficult for you to drive. Pupils should keep their feet and sharp objects off the seats.
6. Students should not extend arms or other parts of body out through windows.
 - No object should protrude through an open window
 - Pupils should leave windows alone unless given permission
7. Students should not throw objects in the bus nor out of windows.
 - Refuse should not be scattered along the highway. Have a bag for waste on the bus and empty it as needed.
 - The aisle should be clear
 - Shooting "paper wads" or other material in the bus is not permissible

You should instruct and encourage students to:

1. Be on time at the bus stop.
2. Avoid playing or loitering **on the highway** when waiting for a bus.
3. Follow correct safety procedures when walking near the highway to and from a bus stop.

BEHAVIOR MANAGEMENT

1. All rules and regulations concerning student behavior should be well known and clearly understood by bus drivers, parents and students.

Teachers should help with training pupils and supervising loading and unloading at school. The administration could distribute copies of school bus rules for pupils and parents.

2. You, of course, are in charge while en route. Establish and discuss discipline procedures. The teachers' instructions to students should be reinforced by you and by parents.
3. Your knowledge of your pupils' behavior patterns, while not as intimate as that of teachers, can help you transport pupils safely to their destination. Remember the following:
 - Each child is an individual and, therefore, different; **but do not allow special privileges** to any pupil unless requested by the school administration. The administration has complete records on each pupil and, generally, can more accurately judge a pupil's needs.
 - Respect the rights of each child. If a pupil breaks a rule, deal with him or her fairly, impartially and in the same manner you treat all such incidents. Be consistent and fair. In the eyes of children, an adult's greatest sin is to "play favorites."
 - Remember that all eyes are on you while you are driving the bus. Your words and actions influence the children on your bus. Speak quietly, clearly, with confidence and **firmness** when talking to the children on your bus.
 - **Be liberal in your praise of the children as a group.** Do not single out individual students for praise before the group.
4. Strike a happy medium by not being too lenient or too harsh, as both extremes are equally bad for the morale of the pupils on the bus. Your attitude should be friendly, cheerful and businesslike to build morale and cooperation in your students. When pupils discover that improper conduct is not acceptable to the group, they will hesitate to do things that cause them to lose face with the group. One way to build positive pupil morale is to **give your pupils a chance to participate in drafting the rules** for maximum safety on the school bus.
5. A school bus driver who permits students to act in whatever manner they choose without any reaction from him or her is asking for trouble. To pretend you didn't see or hear unwanted behavior is not consistent with sound discipline procedures. The more effective approach is to interfere with unwanted behavior and to take positive steps to correct the actions.
6. Although some behavior will stop if it does not receive driver attention there are certain times and reasons when it is important for you to interfere with unwanted behavior:
 - **When there are apparent dangers present.** Drivers are better able than children to predict danger. If students' actions could create a dangerous situation, you should intervene.
 - **To protect against too much excitement.** Intervene in order to

- avoid too much anxiety or excitement in children.
- **For psychological protection.** If a group of children is ganging up on a child, criticizing a child or using derogatory racial names, you need to intervene.
- **To protect property.** When children begin destroying property, intervene.
- **For protection of group behavior.** Once pupil behavior on a bus is going well, it is not fair to have it ruined by one child having difficulty. Intervene.
- **To highlight a value area or school policy.** For example, intervene to explain why everyone can't be first in line to get on or off the bus.
- **To protect your health or safety.** This should not be your first consideration, but if your health or safety is threatened, intervene.

Once you decide to take action, consider using one of these techniques:

1. **Signal interference.** Use nonverbal techniques for expressing disapproval of behavior. Eye contact, hand gestures and tapping or snapping fingers can be effective at the beginning stages of unwanted behavior.
2. **Address the student by name.**
3. **Interest boosting.** If a child's attitude is beginning to wane, he or she may begin having or causing problems. Show genuine concern for things the child is interested in.
4. **Tension relieving through humor.** A humorous comment can often break the tension. Be careful, though, not to be sarcastic.
5. **Removing harmful objects.** Drivers cannot compete against such things as snakes, pets, guns or knives.
6. **Defining limits.** Children need clear, consistent and fair rules.
7. **Direct appeal to value areas.** Control behavior by appealing to students' internalized values:
 - To the relationship of the driver and child. (Do you think I've been unfair to you?)
 - To reality consequences. (If you continue to move around in the bus, you may get hurt.)
 - To the child's group code and awareness of peer reaction. (What do you think the other boys and girls will think of that?)
 - To the driver's power and authority. (I can't allow that behavior.)

WHEN PROBLEMS BECOME SERIOUS

1. You must maintain order on your bus. When more serious behavior problems occur, remember some basic rules:

- Always control your temper. You are a person in a responsible position. Avoid shouting, arguing and threatening the students; avoid physical force--observe the hands-off policy. Avoid creating issues that have to be settled later.
 - A word of warning over the speaker system (if available) or a remark directed to the pupil may be enough. Also consider a five-minute conference with the pupil after you arrive at school.
 - If the problem is serious and requires immediate attention, **stop the bus**. Stand up and speak to the student in a firm but courteous voice.
 - If you change the seating, **move the problem pupil to a seat nearer to you**. (The right front seat is usually best.)
 - **Refer serious cases or repeated misconduct to your supervisor or school principal**. Give all the facts and be sure the entire problem is understood. Often the child who causes problems on the bus is also causing problems elsewhere; informing the administrator can help him or her deal with the whole problem.
 - You have **no legal right to put a pupil off the bus** except at his or her regular bus stop or at the school. However, if an **emergency situation** develops that you feel requires **drastic action**, stop the bus and send a responsible pupil or adult to notify the supervisor or principal. Do not start the bus until one of these persons has responded to your call.
 - You, alone, cannot deny the pupil the right to be picked up in the morning; check with your supervisor or principal regarding the proper procedure for you to follow.
2. In cases of **continued** misconduct, report the pupil to the supervisor or principal and ask that some action be taken toward withdrawing the pupil's right to ride the school bus.
 3. In many school districts, the first action taken is a reprimand or a withdrawal of bus privileges for a short time. If behavior does not improve when the student returns, the right to ride the bus may be denied for a longer period or the student may be transferred to another bus. This is usually done only after other measures have failed to improve the situation.
 4. Each district should have its own report form and rules for drivers to use. One copy is for parents, one is for administrators, and one is kept by the driver.

DRIVING FUNDAMENTALS

1. You have been entrusted with the safety of human beings whose value cannot be measured in any terms. It is important that you know how to operate buses safely and efficiently in transporting this "valuable cargo."
2. Accidents involving school buses are caused by bus drivers in about 40

percent of the cases. In most cases, drivers did not follow proper procedures of driving fundamentals.

3. You must practice each skill correctly to become proficient. Each correct basic procedure should become a habit and thereby improve your performance as a school bus driver.

CAR VS. SCHOOL BUS DRIVING--SOME SIMILARITIES AND DIFFERENCES

1. Bus is longer and heavier.
2. Bus is higher and wider (more clearance required).
3. Bus has slower acceleration.
4. Bus has longer stopping distance.
5. Bus takes more room to turn (wider turning radius).
6. Bus driver must rely more on mirrors for adequate rear and side view.

ORDER OF PREDRIVING HABITS

1. Position yourself **in control**; adjust seat so that your feet can operate floor controls easily.
2. Check and adjust all mirrors for optimum rear vision of traffic behind the bus and for proper vision to both sides and across the front of the bus.
3. Fasten and adjust seat belt.
4. If the bus make is unfamiliar, go through shift pattern with clutch depressed.

STARTING THE ENGINE

Starting the engine must become a matter of routine, incorporating principles of safety and preventive maintenance practices.

1. Set parking brake to keep bus from moving.
2. Depress clutch pedal to disengage engine from transmission. Shift gear lever into neutral position.
3. Turn on ignition key to complete electric circuits and engage starter switch.
 - Use hand choke if necessary and available. Overchoking will cause carburetor flooding.

- Use foot accelerator sparingly. Pumping will cause carburetor flooding.
 - Engines vary in their carburetor sensitivity. Ask the supervisor or bus mechanic for special techniques in starting a particular bus.
4. Warm up engine at fast idle; do not race the engine.
 5. Check instruments to see that they are registering properly:
 - Ammeter registering in plus direction
 - Oil gauge at middle of instrument
 - Temperature gauge at midpoint
 - Gas gauge registering full (or enough to complete run)
 - Vacuum gauge light is **not** on (for hydraulic brakes). Wig-wag indicator is down
 - Air pressure gauge light and/or buzzer are **not** on (for all brakes)
 - Wig-wag indicator is down

SHIFTING GEARS AND ACCELERATING

Gear shifting requires skill and practice. You must learn the best range of speed in changing gears upward and downward, then shift without losing your view of the road. Generally, buses are equipped with a four- or five-speed transmission, although many buses manufactured today are available with automatic transmissions.

1. Know the gear positions. Check chart on knob or dash, or ask mechanic.
2. Depress clutch pedal and shift gear lever into starting gear.
 - For average load and terrain, use second gear
 - Unusual loads and terrains may require first gear
 - Never start out in a gear higher than second to avoid undue wear on the engine and clutch
3. Depress foot brake and release parking brake lever. If ratchet type, pull brake lever slightly back to release pressure.
4. Release clutch gradually to friction point and hold.
5. Release the foot brake and depress accelerator to increase the power to prevent stalling.
6. Gradually release clutch and, at the same time, increase the acceleration. Remove foot from clutch pedal completely and pick up engine speed before shifting to higher gear.
7. Shift to next higher gear.
 - Depress clutch and release accelerator.
 - Shift to next higher gear.
 - Release clutch smoothly but more quickly than in starting gear

- and depress accelerator smoothly and quickly. Avoid loss of vehicle speed; do not race the engine and slip the clutch.
 - Remove foot from clutch pedal and proceed in this gear until proper vehicle speed is reached for shifting to next gear.
8. Repeat Step 7 until bus is in cruising gear.
 9. Don't skip a gear in upshifting or downshifting as this causes undue engine and clutch wear.
 10. Shift up or down as may be necessary to prevent engine lugging or excessive engine rpm.
 11. In going down a hill, shift into the gear that would be used in going up the hill.

DOUBLE-CLUTCHING

Shifting the gears on nonsynchromesh transmissions is done faster and smoother by double-clutching. Double-clutching is often recommended even for synchromesh transmissions since it aligns the gears for easy upshifting and downshifting. The gears should never be forced by improper timing of the shifting process. Reclutching and speeding up the engine will in most cases prevent excessive clashing. Never allow the engine to pull heavily on an upgrade, turn or curve or over-race on a downgrade.

1. Double-clutching, upshifting
 - Depress clutch pedal and release accelerator
 - Shift gear lever to neutral position
 - Release clutch pedal momentarily to engage clutch
 - Depress clutch pedal and shift to next higher gear
 - Release clutch and accelerate engine at the same time
2. Double-clutching, downshifting
 - Depress clutch pedal and release accelerator
 - Shift gear lever to neutral position
 - Release clutch pedal momentarily to engage clutch and accelerate engine to more than original speed
 - Depress clutch and shift to next lower gear
 - Release clutch pedal gradually and accelerate engine to match the speed of vehicle

USE OF AUTOMATIC TRANSMISSION

Some buses are equipped with automatic transmissions, and you should know how to operate them.

1. Depress foot brake and move selector lever into forward or drive position.

2. Release parking brake. Release foot brake and depress accelerator. As speed of bus increases, the transmission will automatically shift to the next higher gear until reaching cruising gear.
3. Downshift for additional power by depressing accelerator to the floor firmly. You can downshift manually by moving selector lever to next lower position.

STEERING AND TURNING

Use of the 10 o'clock-2 o'clock steering position helps you make turns correctly and smoothly. A push-pull turning technique is recommended for school buses, although the hand-over-hand method is often used with power steering.

Correct turning procedures are essential to safe and skillful bus driving. When confronted with an unusual turn, use extreme caution.

1. Watch the road and the traffic. Look ahead; use left side, right side and rearview mirrors.
2. Signal for a turn at least 100 feet before the turn.

MAKING A RIGHT TURN

(Turns into a regular two-lane road should not necessitate any part of the bus leaving the right lane.)

1. Reduce speed and downshift to proper gear needed to execute turn.
2. Position bus in the right lane.
3. Determine that there are no pedestrians in the path of the bus. Yield right-of-way to vehicles already on the roadway.
4. Execute the turn smoothly without strain on the engine.
 - Never shift gears during a turn (You need both hands on the wheel.)
 - Check right mirror while executing turn
 - Enter the right-most lane available and check turn signal for cancellation
 - Steer wheels back into position--do not let steering wheel spin wheels back into position. (The driver should have complete control of the vehicle. When you let the wheel spin in your hand, it may or may not return to the straight ahead position at the correct time.)

MAKING A LEFT TURN

(Use the same procedures for making a right turn, except:)

1. Position bus to the left edge of the lane.
2. Check for clear right-of-way. If necessary to stop, **keep front wheels straight** and brake pedal depressed. This activates stop lights and prevents being shoved into approaching traffic if struck from rear.
3. Drive into the intersection and make turn smoothly without strain on engine; check left mirror while executing turn.
4. Enter the highway in the **left-most lane** available, pick up speed, activate right turn signal and move into right-hand lane as soon as possible.

TURNING AROUND

Avoid backing up whenever possible. If backing the bus is absolutely unavoidable, have someone direct you or get out and look around before you start. Turnarounds almost always occur at or near a bus stop. **Load children before turning around and unload after turning around.**

1. Turn on hazard/warning lights or honk your horn. Check to see that traffic has received signal.
2. Give brake signal well in advance of turnaround.
3. Stop bus one bus length ahead of road to be backed into.
4. Check traffic front and rear. Visibility should be 500 feet in either direction. Have traffic move around bus if possible.
5. **Back into** roadway or driveway using outside mirrors.
6. Check traffic and reenter roadway with caution.

FOLLOWING DISTANCES AND BRAKING

1. Stopping a school bus smoothly and safely is a sign of an expert driver. You should have your vehicle under control at all times, realizing that braking distances increase as the speed and weight of the bus increases. With an ideal reaction time of $\frac{3}{4}$ of a second, the average stopping distance at 20 mph is 62 feet, and at 40 mph, the stopping distance is 209 feet or more than three times greater.
2. You can allow for reaction time and braking distance of your vehicle by maintaining a "space cushion" between you and the vehicle ahead of you. To determine safe following distance, allow one second for each 10 feet of the bus length UNDER NORMAL CONDITIONS. For a 40-foot bus, allow a minimum of four (4) seconds between the bus and the

vehicle ahead.

3. To estimate this time, choose a CHECK POINT some distance ahead of you--a road sign, a strip on the road or any fixed object (the closer to the pavement, the better).
4. As the rear of the vehicle ahead of you passes the check point, start counting "one thousand and one, one thousand and two, etc." If you can't complete "one thousand and four" by the time the front of your bus passes the check point, you're probably following too closely.
5. Operate your bus within the posted speed limits and with consideration for road and weather conditions. Drive at a speed that will permit stopping within the clear distance ahead.
6. Using correct stopping procedures keeps down maintenance costs on the braking system.
 - Stopping when in cruising gear.
 - Release accelerator and depress brake pedal.
 - When proper mph is obtained for any gear, downshift to next lower gear. This will reduce heat buildup and brake wear.
 - Stopping when in a low gear or 10 mph and less.
 - Depress clutch pedal and release the accelerator.
 - Apply brakes gradually by increasing pressure.
 - Reduce brake pressure slightly, but not completely, just before coming to a stop to prevent jerking.
 - Shift gear lever into neutral position.
 - Release clutch and remove foot from pedal.
 - Parking the bus.
 - Shift into low gear on level or upgrade, or reverse on downgrade.
 - Turn wheels in the proper position.
 - Turn off ignition and remove ignition key.
 - Release clutch, take foot off pedal and set parking brake. (Parking brake may freeze in wet freezing weather.)

BACKING IN A STRAIGHT LINE

Back only when **absolutely** necessary because of the dangers involved. You should learn to back into a given space without scraping or hitting stationary objects.

1. Activate hazard lights prior to stopping for backing.
2. Stop the bus in correct position to back.
3. Direct a responsible adult (if available) to stand near rear of bus to give signals for safe backing. Using mirrors, check to see if way is clear. Put transmission in reverse.

4. In reverse, use mirrors to back slowly in a straight line.
5. Stop at desired point.

RAILROAD CROSSINGS

1. Since a collision at a highway railroad grade crossing could cause mass casualties, safety procedures at crossings must become automatic. All school buses, loaded or empty, **MUST STOP** for railroad crossings as a matter of **safety**, and a matter of law (refer to RAILROAD CROSSING in Chapter 2 for exceptions).
2. Follow these suggested procedures:
 - Stop not less than 15 feet nor more than 50 feet from the nearest rail.
 - All precautions for stopping should be observed. Check rearview mirrors to be sure following traffic sees you are stopping.
 - Turn on hazard/warning lights. The bus's red alternating flashing signal lamps (student crossing lights) should NOT be activated while stopped or stopping for this purpose.
 - No stop needs to be made if a police officer directs you to proceed or if an exempt sign is present at the crossing.
 - Listen and look in both directions for an approaching train and for signals indicating the approach of a train. Request silence of students and shut off all fans, radios and other sources of unnecessary noise.
 - Shut off master switch for alternately flashing red signal lamps (student crossing lights).
 - Open door and/or window. Look and listen to determine if a train is approaching.
 - When there is more than one track be sure all tracks are clear in both directions before crossing. A second train may be approaching on another track.
 - Shut the door and/or window.
 - If there is an approaching train, keep your foot on the brake, set the parking brake and shift to neutral or park.
 - Cross the tracks only after it is safe. Select a gear that will not necessitate shifting, and do not shift gears while crossing tracks.

- Under no circumstances should a driver drive onto the tracks unless there is room for the bus on the opposite side of the tracks with at least 15 feet to spare.
- Turn off hazard/warning lights. Proceed on the route.
- Railroad traffic control devices.
 - **Flasher lights and bells** are warnings that a train is approaching. If they malfunction, they will turn on automatically. If they malfunction, you should be aware of what your district policies require you to do in this situation.
 - All traffic must stop when **gates** are lowered.
- Tracks out of service. Signs stating that this track is out of service means that no stop is required because this track is temporarily abandoned or its use discontinued.

STARTING ON A HILL

1. With parking brake engaged, release clutch slowly until the engine begins to labor slightly.
2. Hold clutch at that point. Release parking brake while depressing accelerator enough to ensure that the bus does not drift backward.
3. Release clutch smoothly until completely out, giving enough gas to pull the bus smoothly up the hill.

STOPPING ON HILL

1. Check following traffic.
2. On a downgrade, downshift to reduce speed before using brakes.
3. Apply the brake lightly for a smooth stop.
4. Allow an extra safety margin between the bus and the vehicle ahead.

CROSSING INTERSECTIONS

1. Observe the traffic ahead and from the left and right when **approaching intersections**.
 - Watch for vehicles that are crossing the intersection. Decelerate or stop to give them right-of-way.
 - Watch for vehicles approaching from the left and signaling a right turn. Decelerate and enter the intersection only after the vehicle has begun the turn.
 - If your vision is obscured by buildings, trees or parked vehicles, stop and edge slowly into intersection.
2. Observe other traffic when **proceeding directly through an**

intersection. Watch for vehicles turning left. Yield the right-of-way, if necessary.

LANE USAGE

1. Stay in one lane. Do not straddle lane marker lines.
2. Use parking lane only for stopping and parking.
3. Where there is more than one lane going in one direction, travel in the right-hand lane (not including parking lane) unless passing or turning to the left.

CHANGING LANES

1. Activate the appropriate signal light (at least 100 feet) for changing lanes.
2. Check the rearview mirror(s) to observe vehicles passing in the new lane, following vehicles approaching fast in the new lane, and following vehicles about to enter the new lane. **Look out the window to check any blind spot.**
3. Move into the lane when space is available.

BEING OVERTAKEN AND PASSED

1. When there is no possible hazard, stay in right-hand lane and maintain speed.
2. When another vehicle is **also** approaching from the opposite direction, creating a hazard for the vehicle trying to pass you, slow bus to allow car to pass safely, and move to parking lane or road shoulder if **passing** vehicle can't complete the pass in time.
3. When on a narrow road, if traffic is building up behind you, and a regular stop is not coming up soon, consider pulling to the side of the road and allowing traffic to pass. Use right turn signal to indicate your intentions.

OVERTAKING AND PASSING

Usually, you won't have to pass other vehicles. When passing is necessary, follow these steps:

1. Using rearview mirrors, check that traffic is clear for passing.
2. On a two-lane road, check oncoming traffic and markings to determine if passing is allowed.

3. Activate the left turn signal **well in advance** of passing.
4. When clear, pull smoothly into passing lane and deactivate turn signal, and sound your horn.
5. Travel at a safe speed, increasing speed if necessary.
6. Activate right turn signal and move back into right lane when at least 1-1/2 bus lengths ahead of passed vehicle. Deactivate right turn signal.
7. Maintain safe speed.

DO NOT PASS if the lead vehicle is:

1. Changing lanes, signaling, or otherwise indicating a left turn.
2. Weaving or wandering. In this case, sound the horn or flash the headlights to alert the driver. If the weaving continues, do not pass until you have at least one-half lane separation.
3. Decelerating suddenly.
4. Passing children, cyclists or animals.
5. Being passed by another vehicle. Wait until the other vehicle has passed, your view is clear, and an acceptable distance is present.

SECURING THE BUS

To secure a stopped bus so that it will remain stationary and protected from unauthorized use:

1. Set the parking brake and shift into low gear.
2. Check instruments for normal readings.
3. Turn off ignition and remove key.
4. Check the interior of the bus to ensure no students remain on the bus.
5. Upon leaving the bus, secure door.

DEFENSIVE MEASURES

Defensive driving prevents accidents. In addition to the practices just discussed, also remember:

1. **Safety is first**; schedules are secondary. Safe driving takes precedence.

2. As a defensive driver, you avoid driving errors and make allowances for other drivers, weather and road conditions, or the actions of pedestrians. Keep alert, recognize accident-producing situations and take preventive action; and concede the right-of-way when necessary to prevent an accident.
3. Check your bus for brake and other mechanical problems before driving. If there are problems, don't drive it. If problems develop while en route, park the bus, call your supervisor and display emergency equipment.
4. Keep windshields and mirrors clean. Open side windows slightly for proper ventilation and report any defective defroster. Adjust mirrors properly. Keep a hand cloth available.
5. Smooth starts and stops prevent injuries and preserve equipment. Reduce speed over rough roads. Mesh gears without clashing. Hold the bus on a grade by foot brake.
6. At all times--at intersections, when turning, changing lanes or passing--watch out for other vehicles. Use mirrors and signals. Give pedestrians the right-of-way.
7. Maintain a safe braking distance between your bus and the vehicle ahead so you can stop, should that vehicle suddenly stop.
8. When stopping to load/unload children, give a right turn signal, if necessary, when you can move safely to the right. Then turn into the correct stopping lane and turn off the signal. Stop, leaving sufficient room for unexpected actions of the children, to avoid running over a child who is unexpectedly pushed in front of the bus, or who puts himself in such danger.
9. Check passengers and traffic following in the rearview mirrors before making a stop. Stop in a manner that does not endanger passengers or other vehicles.
10. Back up safely. Be certain no person or obstruction is behind the bus. Get a reliable guide whenever possible. Eliminate backing on school grounds when possible.
11. Drive at a reasonable speed, considering weather, traffic and road conditions.
12. Check all lights on the bus. Burned out or defective lights must be repaired before operating the bus.
13. No passenger may board or leave the bus while it is in motion. Keep doors closed while in motion.

14. Report road hazards (ruts, projecting tree limbs, dangerous bus stops) to your supervisor for investigation and correction. Drive cautiously when these conditions exist.
15. To store the bus, park it well off the roadway, so it won't confuse other motorists.

TRAFFIC SIGNALS AND SIGNS

1. Familiarity with traffic laws, signals and signs is a necessity for the competent school bus driver. Traffic laws and signals are standard throughout the state, but traffic signs vary depending upon the local road geography.
2. Traffic signals and signs are governed by laws that can change annually. Present vehicle and traffic laws cover traffic control signal definitions and other related matters.
3. Missouri, like other states, has standard traffic signs throughout the state. The Missouri Department of Transportation publishes charts of these signs. It is important that you know these signs.
4. The United States is presently moving toward an international style on traffic signs, which emphasizes pictures and symbols rather than written messages. Such symbolic signs are not entirely new. The familiar curve and crossroad symbols have been used for many years. Symbols have several advantages over word messages. They can be understood at a glance without having to be read, and they overcome language barriers.
5. Some of the present word signs will remain in use. These are signs that have proved effective in the past and which contain easily understood messages, such as the "Stop" sign and speed limit signs.

DRIVER LIABILITY FOR PUPIL INJURIES

You can be liable for injuries to school children caused by negligence. Courts have held that four essential elements for negligence must be present:

1. Your legal duty to conform to a standard of conduct for the protection of others against unreasonable risks.
2. Your failure to conform to the standard.
3. A reasonably close connection between your conduct and resulting injury.
4. Actual loss or damage to the interests of another.

The considerations that most courts use in determining driver negligence are:

1. The degree of care a driver must use ranges from "ordinary" and "reasonable" to "extraordinary" and "highest degree," and depends on type of duty. Courts tend to require more care when younger children are involved.
2. Children aged 10 or 11 are considered capable of recognizing traffic dangers.
3. Both you and your district are accountable for maintaining a safe vehicle.
4. In accidents occurring while boarding and leaving a bus, factors of "reasonable care" and "safe places" determine negligence.
5. You are expected to keep order on a bus and may use any normally accepted procedures.
6. You are not automatically guilty of negligence if injury occurs. You can refute charges with proof that proper care was used.
7. You and your district may be held SEPARATELY liable for negligent acts or omissions.
8. NEGLIGENCE IS DETERMINED BY A JURY.

ACCIDENT PROCEDURES

A procedure to follow when an accident occurs has been established to meet the Department of Elementary and Secondary Education's Regulation. Since no two accidents are the same, the sequence may not be practical in every case. Use common sense.

1. Remain calm and reassure students.
2. Turn off ignition switch and take keys; set brake.
3. Use warning devices to "protect the scene."
 - Protect the students and the bus from further accidents.
 - Protect the scene from traffic and people so that evidence is not destroyed.
 - Under normal circumstances, do not move vehicle until law officers advise you to do so.
4. Be alert for fire.
 - Check for ruptured fuel tank or lines, for electrical fire and for hot tires that may catch fire. Watch for smoke.
 - Extinguish any fire.

5. Account for all students. Check for injuries. Administer first aid.
6. Keep all students in the bus, except when there is danger of a fire, further collision or drowning.
7. Notify school administrators of the location of the bus accident. Notify the appropriate law enforcement agency (state, county or local police) and request ambulance service.
8. If necessary, remove wreckage from highway.
9. Give information to the proper officials.
 - Investigating officers and school officials will need the students' names, ages and addresses. They will also need bus information--insurance, make, model number, owner, etc. An emergency packet should be carried on the bus with this information, emergency telephone numbers and local directives.
 - You and any other involved driver must write down and exchange name, address, driver license number, insurance and vehicle registration.
 - Get names, addresses and license numbers of any witnesses.
 - Be patient, evaluate questions, and give clear, concise answers. Refrain from arguing, placing blame or signing statements. Do not discuss the accident with other motorists.
10. Cooperate with school administration.
 - Do not release a student to anyone unless told to do so by the school administration.
 - If students are injured and need to be removed from the scene, follow local policy. The injured should be taken to a hospital only in an emergency vehicle.
11. When authorized to do so, continue transporting students by the same bus if released, another bus or some other means if local policy allows. Make sure all pupils arrive home safely or are taken care of.

REPORTING ACCIDENTS

Any school bus accident that results in personal injury or **if** property damage **exceeds \$500 must** be reported in writing to the Department of Elementary and Secondary Education, Section of Pupil Transportation, immediately following such accident.

MECHANICAL FAILURE/BREAKDOWN PROCEDURES

Despite good design and preventive maintenance, buses can have mechanical failures. Know what to do, and when to do it, if a breakdown occurs on the road.

1. Stop the bus as far to the right as possible (on the shoulder, if available).
2. Secure the bus, activate hazard/warning lights, and chock wheels.
3. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location. (See Evacuating Procedures)
4. Place reflectors appropriately.
5. Telephone, radio or send capable student to call school authorities, giving bus location and description of breakdown.
6. See that all pupils are delivered to their destination.
7. Complete maintenance repair reports.

WHEN TO EVACUATE

Usually, students remain on the bus during an emergency. Three situations require that you evacuate the bus:

1. Fire - Stop and evacuate the bus immediately if the engine or any portion of the bus is on fire. Move passengers 100 feet or more from the bus and do not allow them to return until danger is past.
2. Danger of fire - If bus is near an existing fire, gasoline or other combustible material and unable to move, students should be evacuated.
3. Unsafe position - If bus is stopped by an accident, mechanical failure, road conditions or human failure, determine immediately if it is safer for passengers to remain in the bus or to evacuate. Evacuate if:
 - The bus is in the path of a train or adjacent to tracks.
 - The position of the bus is dangerous. If, for example, the bus is in a position where it could still move and go into water or over a cliff, it should be evacuated. Evacuate in a manner that affords maximum safety for the children.
 - The bus is in danger of collision. If the bus is positioned over a hill or around a curve where it cannot be seen for 300 feet, evacuate.

EVACUATING PROCEDURES

1. You can evacuate passengers through the front door only, the rear emergency door only, or the front and rear doors simultaneously. Start by evacuating passengers closest to the exit to be used. All students who ride the bus should know the procedure to follow.
2. **Emergency evacuation drills are required for all students in grades K-6 once per semester. The first drill must be prior to October 31. Local boards of education shall prescribe two evacuation drills for students in grades 7-12.**
3. Safety of children is always the first consideration.
4. Drills should be supervised by the principal or someone he/she designates. They should be organized similar to fire drills, held regularly and held on school property rather than on the route. Vary the type of drill (front door, rear door).
5. Drivers should stay on the bus during a drill. Do not permit children to take lunch boxes or books with them when they leave the bus--getting the children off safely, quickly and orderly is the object of the drill.
6. Pupils should be instructed in safety on the bus and in drill procedure; they should know where and how to get help. The pupils should go at least 100 feet from the bus and remain there in a group until given further directions.

STUDENT BUS CAPTAINS

1. In case you are injured in an accident, school patrol members or an appointed pupil should assist in these drills. Obtain written parental consent before assigning a pupil as such a leader. Bus captains should know how to:
 - Turn off ignition switch and set the emergency brake.
 - Summon help when and where needed.
 - Kick out windows. Set flags and/or reflectors.
 - Open and close doors; help small children off the bus; and account for all pupils passing his/her station.
 - Perform other assignments.
2. During a drill, a student captain could guide passengers to an assigned place of safety; a second helper could stand outside the door to count and assist pupils.

FRONT DOOR EVACUATION DRILL

Conduct an emergency front door evacuation drill. With elementary age children this can be done when unloading at the school. This drill takes just a

little more time than regular unloading procedures.

1. Stop the bus, set parking brake, turn off engine and remove key.
2. Stand, open the door, face the children and announce:

"Emergency drill on front door evacuation. Remain seated."
Give student captains their assignments.
3. Facing the front of the bus, stand between the first occupied seats, tap the shoulder of the student nearest the aisle on the right side to indicate that those students should leave. Say, "Walk--Use hand rails." Indicate with your hand that occupants on the left side should remain seated.
4. When the pupils on the right have moved forward, dismiss the students on the left.
5. Continue this procedure until the bus is empty.
6. When the last seat is empty, walk to the front, checking that everyone is out.
7. Go to students and praise them or advise them of needed improvements, then dismiss them. Students who continue on to another school are reloaded and run continues.

REAR EMERGENCY DOOR EVACUATION

Rear emergency door evacuation works in reverse of the one just explained. Explain how the door works and instruct students not to open it until you say to do so.

USING EMERGENCY EQUIPMENT

Know how and where to use the emergency equipment before an emergency occurs. Learn the location and operation of flags/reflectors or triangle reflectors, hazard/warning lights, first aid kit and fire extinguisher.

1. Triangle reflectors:
 - Three triangle reflectors are required on all school buses. The reflectors can be seen both day and night.
 - Where to place reflectors:
 - One at the traffic side of the stopped school bus, within 10 feet of the front or rear of the vehicle.
 - One approximately 100 feet behind the bus in the center of the traffic lane or shoulder occupied by the vehicle.
 - One approximately 100 feet in front of the bus in the center of the traffic lane or shoulder occupied by the vehicle.

- Placement of reflectors in specified locations:
 - If a school bus is stopped within 500 feet of a curve, crest of a hill or other obstructions, place reflectors in the direction of the obstruction, 100 feet to 500 feet from the stopped vehicle to warn other motorists.
 - If a school bus is stopped on the traveled portion or the shoulder of a divided or one-way highway, place the reflectors, one 200 feet and one 100 feet, in a direction toward approaching traffic in the center of the lane or shoulder occupied by the bus. Also place one reflector at the traffic side of the vehicle within 10 feet of the rear of the vehicle.
- 2. Use hazard/warning lights with good judgment.
- 3. First aid kit should be located in the driver's compartment, be dustproof, well labeled and portable.
- 4. Replace any item used from emergency equipment supplies as soon as possible.
- 5. Fire extinguishers.
 - All school buses shall be equipped with at least one dry chemical fire extinguisher of at least 2-1/2 pound capacity, or a 5 pound Halon 1211 type extinguisher, mounted in driver's compartment and readily accessible to driver.
 - The extinguisher shall be rated at least 2A10BC, and extinguish a fire of B or C origin covering 25 square feet.

USING FIRE EXTINGUISHER

The dry chemical extinguisher is filled with a fine, dry powder. The Halon 1211 fire extinguisher contains a powderless, odorless combination of liquid and gas. A gauge on top of the extinguisher indicates air pressure; it is usually divided into two areas of green and red, indicating low and high pressure. When the needle is in the green area, it is properly charged. To operate:

1. Hold in upright position; extinguisher should not be laid on side to operate.
2. Pull safety pin by breaking seal.
3. If possible, stand upwind from burning material to prevent standing in smoke and heat.
4. Squeeze handle to discharge the extinguisher. Apply first to the bottom edge of the fire and progress forward, moving the discharge cone slowly from side to side in a sweeping motion.
5. Do not walk into unburned material that could catch fire in a backflash.

6. Turn on and off as desired to control the fire.
7. The extinguisher should always be recharged or replaced immediately after use.

CHAPTER 5 - THE CRIMINAL HISTORY RECORD CHECK

A SCHOOL BUS OPERATOR'S PERMIT MUST BE DENIED TO AN APPLICANT WHO PLED GUILTY TO OR HAS BEEN FOUND GUILTY OF ANY OF THE FOLLOWING OFFENSES (NO MATTER HOW LONG AGO THEY OCCURRED):

1. Any felony under Revised Missouri Statute, Chapter 565, offenses against the person:
 - First degree murder.
 - Second degree murder.
 - Voluntary manslaughter.
 - Involuntary manslaughter.
 - First degree assault.
 - Second degree assault.
 - Unlawful endangerment of another.
 - Kidnapping.
 - False imprisonment.
 - Interference with custody.
2. Any felony or misdemeanor under Revised Missouri Statute, Chapter 565, offenses against the person involving the endangerment of a child:
 - Parental kidnapping.
 - Child abandonment.
3. Any misdemeanor or felony under Revised Missouri Statute, Chapter 566, sexual offenses:
 - Rape.
 - Sexual assault, first degree.
 - Sexual assault, second degree.
 - Sodomy.
 - Deviate sexual assault, first degree.
 - Deviate sexual assault, second degree.
 - Sexual misconduct.
 - Sexual abuse, first degree.
 - Sexual abuse, second degree.
 - Sexual abuse, third degree.
 - Indecent exposure.
4. Any misdemeanor or felony under Revised Missouri Statute, Chapter 567, prostitution:
 - Prostitution.
 - Patronizing prostitution.
 - Promoting prostitution, first degree.
 - Promoting prostitution, second degree.
 - Promoting prostitution, third degree.
5. Any misdemeanor or felony under Revised Missouri Statute, Chapter 568, offenses against the family:
 - Bigamy.

- Incest.
 - Abandonment of a child.
 - Criminal nonsupport.
 - Endangering the welfare of a child.
 - Abuse of a child.
 - Unlawful transactions with a child.
 - Use of a child in sexual performance.
 - Promoting child sexual performance.
 - Failure of film processor to report film depicting child sexual performance.
 - Child trafficking.
6. Any misdemeanor or felony under Revised Missouri Statute, Chapter 573, pornography and related offenses:
- Promoting obscenity, first degree.
 - Promoting obscenity, second degree.
 - Promoting child pornography, second degree.
 - Possession of child pornography.
 - Furnishing pornographic materials to minors.
 - Public display of explicit sexual material.
 - Coercing acceptance of obscene material.
7. Any felony or misdemeanor for a weapons offense under Revised Missouri Statute, Chapter 571:
- Armed criminal action.
 - Possession, manufacture, transport, repair or sale of illegal weapons.
 - Unlawful use of a weapon.
 - Defacing a firearm.
 - Possession of defaced firearm.
 - Unlawful transfer of weapons.
 - Possession of concealable firearm.
 - Transfer of concealable firearm.
 - Use or possession of a metal penetrating bullet during the commission of a crime.
8. Any misdemeanor or felony under Revised Missouri Statute, Chapter 195, drug regulations:
- Manufacturing, possession, sale, prescribing, administering, distributing or compounding any controlled or counterfeit substance.
 - Use or possession with intent to use, drug paraphernalia.
 - Delivery, possession with intent to deliver, or manufacturing with intent to deliver, drug paraphernalia.
 - Placing any advertisement for the purpose of promoting the sale of drug paraphernalia.
 - Use or possession with intent to use any imitation controlled substance.
 - Delivery, possession with intent to deliver, manufacturing with intent to deliver or causing to be delivered any imitation controlled

- substance.
- Placing any advertisement for the purpose of promoting the distribution of imitation controlled substances.
- Transporting any controlled substance in a vessel, vehicle or aircraft.
- Concealing or possessing any controlled substance in a vessel, vehicle or aircraft.
- Use of a vehicle, vessel or aircraft to facilitate the transportation of any controlled substance.
- Manufacturing, compounding, mixing, cultivating, growing, producing, preparing or distributing any controlled substance when not registered with the Department of Health.
- Fraudulently obtaining controlled substances.

A SCHOOL BUS OPERATOR'S PERMIT MUST BE DENIED TO AN APPLICANT WHO PLED GUILTY TO OR HAS BEEN FOUND GUILTY OF ONE OF THE FOLLOWING OFFENSES WITHIN TEN YEARS PRECEDING THE DATE OF APPLICATION.

1. Any felony under Revised Missouri Statute, Chapter 569, robbery, arson, burglary and related offenses:
 - Robbery, first degree.
 - Pharmacy robbery, first degree.
 - Robbery, second degree.
 - Pharmacy robbery, second degree.
 - Arson, first degree.
 - Arson, second degree.
 - Knowingly burning or exploding.
 - Causing a catastrophe.
 - Tampering, 1st degree.
 - Unlawful endangerment of property.
 - Tampering, second degree, only if felony conviction, otherwise misdemeanor.
 - Tampering with computer data.
 - Tampering with computer equipment, only if felony conviction, otherwise misdemeanor (consult legal).
 - Tampering with computer users, only if felony conviction, otherwise misdemeanor (consult legal).
 - Property damage, first degree.
 - Property damage, second degree.
 - Burglary, first degree.
 - Burglary, second degree.
 - Possession of burglars' tools.

CHAPTER 6 - EMPLOYER NOTIFICATION OF DRUG, ALCOHOL OR CHEMICAL TEST FAILURE

Section 302.275 of the Revised Statutes of Missouri, requires employers of individuals who have been issued a school bus operator's permit (pursuant to 302.272, RSMo) to notify the Director of Revenue when the employee has failed a drug, alcohol or chemical test that was administered pursuant to any federal or state law, rule or regulation regarding the operation of a school bus.

The employer must notify the Director of Revenue within ten days of discovering that the person has failed to pass the test. Any employer, or any officer of an employer, who fails to comply with the notification requirement or knowingly provides a false notification shall be guilty of an infraction.

Notification shall be made to the Director using form DOR-4684 (Appendix K). The employer must provide the following information regarding the employee:

1. Name
2. Address
3. Date of Birth
4. Driver License Number

The employer must certify that the employee failed to pass either a drug, alcohol or chemical test administered pursuant to any federal or state law, rule or regulation regarding the operation of a school bus. The employer or officer of an employer must sign and date the notification form. Results of the failed test must accompany the notification to the Director of Revenue.

If any information is omitted from the notification to the Director or the test results are not submitted, the documentation will be rejected back to the employer.

Upon receipt of acceptable notification, the Director will suspend the school bus operator's permit for a period of one year. An individual who is aggrieved by the decision of the Director of Revenue, may appeal this decision in the Circuit Court in the county of his or her residence. The appeal must be filed pursuant to Section 302.311, RSMo.

Any individual whose school bus operator's permit has been suspended for failing to pass a drug, alcohol or chemical test can have his or her school bus operator's permit reinstated upon completion of the one year suspension period and payment of a \$20 reinstatement fee to the Department of Revenue. When sending the reinstatement fee, the individual should include his or her full name, address, date of birth and driver license number.

All employer notifications and reinstatement fees should be mailed to the Customer Assistance Bureau, 301 West High Street - Room 225, PO Box 200, Jefferson City, MO 65105.

APPENDIX A - ADMINISTRATIVE RULE 12 CSR 10-24.385 (SCHOOL BUS PERMITS)

12 CSR 10-24.385 School Bus Permits

PURPOSE: This rule establishes the types of school bus permits issued to school bus operators.

(1) There shall be two (2) types of school bus permits in Missouri. The holder of each permit may drive any school bus which is any motor vehicle, publicly or privately owned, to transport students to and from school, or when properly chaperoned within the state for educational purposes provided the person holds a valid Missouri or out-of-state drivers license.

(2) The two (2) permits shall be issued as follows:

(A) Type 1—to a school bus operator transporting sixteen (16) or more persons including the driver or operating a vehicle that is designed to transport sixteen (16) or more persons including the driver. The holder of a Type 1 school bus permit may also drive any school bus which may be driven by the holder of a Type 2 school bus permit; and

(B) Type 2—to a school bus operator operating a vehicle that is designed to transport fifteen (15) or fewer persons including the driver.

AUTHORITY: section 302.272, RSMo Supp.1997. Emergency rule filed June 7, 1991 ,effective June 17, 1991, expired Oct. 4, 1991. Emergency rule filed Sept. 24, 1991, effective Oct. 4, 1991, expired Jan. 31, 1992. Original rule filed June 7, 1991, effective Oct. 31, 1991. Amended: Filed Oct. 22, 1997, effective April 30, 1998.*

**Original authority 1986, amended 1987, 1989, 1996.*

APPENDIX B - MISSOURI SCHOOL BUS OPERATOR PERMIT APPLICATION (DOR-4445)



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER ASSISTANCE BUREAU

APPLICATION FOR MISSOURI SCHOOL BUS OPERATOR'S PERMIT

FORM

4445

(REV 3-02)

INSTRUCTIONS

This form must be completed and submitted with: 1.) The medical form completed by a medical examiner. 2.) A copy of the Driver Examination Record (DOR-100). 3.) \$3 money order, cashier's check, personal check or cash. Send these items to the Customer Assistance Bureau, 301 West High Street-Room 225, PO Box 200, Jefferson City, MO 65105-0200.

SECTION I. APPLICANT (Type or print legibly with pen)

NAME (LAST, FIRST, MIDDLE INITIAL)		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP CODE
DRIVER LICENSE NUMBER		SOCIAL SECURITY NUMBER	

SECTION II. DRIVING/CRIMINAL HISTORY

Is your driver license currently suspended or revoked in this or any other state? ☐ YES ☐ NO

Have you ever pled guilty to or been found guilty, in Missouri or any other state of:

Murder, manslaughter, assault, kidnapping, felonious restraint, harassment, stalking interference with custody or any crime similar to these? ☐ YES ☐ NO

Rape, sexual assault/abuse, sodomy, sexual misconduct, indecent exposure or any other crime similar to these? ☐ YES ☐ NO

Prostitution, patronizing or promoting prostitution or any crime similar to these? ☐ YES ☐ NO

Bigamy, incest, criminal nonsupport, child abuse or molestation, endangering a child's welfare, unlawful child transactions, child trafficking, promoting or using a child in sexual performance or any crime similar to these? ☐ YES ☐ NO

Pornography, child pornography, furnishing pornographic material to minors, public display of explicit sexual material or any crime similar to these? ☐ YES ☐ NO

Parental kidnapping or child abandonment? ☐ YES ☐ NO

Armed criminal action, possession, manufacture, transport, repair or sale of illegal weapons, unlawful use of a weapon, defacing a firearm, possession of a defaced firearm, unlawful transfer of weapons, possession of a concealable firearm, transfer of a concealable firearm or use or possession of a metal penetrating bullet during the commission of a crime? ☐ YES ☐ NO

Manufacturing, possessing, selling, using, administering, distributing or dispensing any controlled or counterfeit substance. Possessing, using or delivering drugs or paraphernalia. Planting, cultivating, growing, harvesting, manufacturing or introducing into the human body controlled or imitation substances. Promoting sales of drug paraphernalia, controlled substances or imitation substances or any crime similar to these? ☐ YES ☐ NO

In the past ten years have you pled guilty to or been found guilty in Missouri or any other state of:

Robbery, arson, unlawful endangerment of property, tampering, burglary, property damage, knowingly burning or exploding, causing a catastrophe or any crime similar to these? ☐ YES ☐ NO

UNDER PENALTY OF LAW FOR MAKING A FALSE STATEMENT, I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.

SIGNATURE 	DATE
--	------

MO 880-2190 (3-02)

APPENDIX B - MISSOURI SCHOOL BUS OPERATOR PERMIT APPLICATION (DOR-4555) SIDE 2

SCHOOL BUS OPERATOR'S PERMIT QUESTIONS AND ANSWERS

WHAT DOCUMENTS DO I NEED TO GET A MISSOURI SCHOOL BUS PERMIT?

- Send the following items to the Customer Assistance Bureau, 301 West High Street – Room 225, PO Box 200, Jefferson City, MO 65105-0200:
 - ✓ A copy of form DOR-3056 (MEDICAL EXAMINATION FORM FOR SCHOOL BUS OPERATOR'S PERMIT) completed by a medical examiner. This form is available from the Department of Revenue, and the Department of Elementary and Secondary Education.
 - ✓ If you are not a Missouri-licensed driver, or if you have been in Missouri less than 10 years, you must provide a driving record from all states you have been licensed in, or resided in. If you cannot obtain a 10-year driving record from another state, you must provide a letter from that state which explains why a record is not available.
 - ✓ A copy of form DOR-100 (DRIVER EXAMINATION RECORD) that shows you have passed the appropriate tests.
 - ✓ The \$3.00 fee (money order, cashier's check, personal check, or cash).

CAN I BE DENIED FROM HAVING A MISSOURI SCHOOL BUS OPERATOR'S PERMIT?

- You could be denied a Missouri School Bus Operator's permit if:
 - Your medical examiner states that you are not physically able to safely operate a school bus.
 - You fail the driving exam three times
 - Your Driving record shows that you are or have recently been suspended or revoked, or you have a history of moving traffic violations.
 - You have a history of any criminal violations specified in Chapter 302, RSMo.

HOW CAN I REPLACE MY LOST MISSOURI SCHOOL BUS OPERATOR'S PERMIT?

- Send the following items to the Customer Assistance Bureau, 301 West High Street – Room 225, PO Box 200, Jefferson City, MO 65105-0200:
 - ✓ A written request (including your full name and date of birth) for a duplicate of your school bus permit.
 - ✓ The \$3.00 fee (money order, cashier's check, personal check, or cash).

I AM OVER THE AGE OF 70. HOW DOES THIS AFFECT MY MISSOURI SCHOOL BUS OPERATOR'S PERMIT?

- The Customer Assistance Bureau will issue a school bus operator's permit for three years, or until an individual's 71st birthday, whichever comes first. If you are over the age of 70, you must renew your school bus operator's permit annually. In order to renew the permit on an annual basis, you must successfully complete an annual driver license examination (including both written and road examinations) and a medical examination (including vision). The School Bus Driver Training Certificate (form DOR-4104) may be substituted for the written examination. Please contact your driver trainer for more information regarding form DOR-4104.

I STILL HAVE QUESTIONS ABOUT SCHOOL BUS OPERATOR'S PERMITS. WHOM SHOULD I CONTACT?

- You may contact either or both of the following agencies:

Missouri Department of Revenue
Customer Assistance Bureau
301 West High Street – Room 225
PO Box 200
Jefferson City, MO 65105-0200
PH: (573) 751-3680
FX: (573) 751-0466
E-mail: dlbmail@mail.dor.state.mo.us

Missouri Department of Elementary and Secondary Education
205 Jefferson Street
PO Box 480
Jefferson City, MO 65102-0480
PH: (573) 751-2626
E-mail: pubinfo@mail.dese.state.mo.us

VISIT OUR WEBSITE AT WWW.DOR.STATE.MO.US

APPENDIX C- ADMINISTRATIVE RULE 12 CSR 10-24.160

(MISSOURI SCHOOL BUS OPERATOR'S PERMIT DRIVING HISTORY GUIDELINES)

12 CSR 10-24.160 Missouri School Bus Operator's Permit Driving History Guidelines

PURPOSE: This rule establishes the criteria for denying issuance of a school bus operator's permit due to driving history.

- (1) An applicant shall be denied a school bus operator's permit if more than two (2) convictions or six (6) or more points have been accumulated within the twelve (12) months preceding the date of application.
- (2) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked within five (5) years preceding the date of application—
 - (A) For violating the provisions of sections 302.500–302.540, RSMo;
 - (B) As a result of a first conviction for an alcohol or drug offense or felony; or
 - (C) For refusing to submit to a chemical test as specified in section 577.020, RSMo.
- (3) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked two (2) or more times within the ten (10) years preceding the date of the application—
 - (A) For violating the provisions of sections 302.500–302.540, RSMo;
 - (B) As a result of convictions of alcohol or drug offense or felony; or
 - (C) For refusing to submit to a chemical test as specified in section 577.020, RSMo.
- (4) If the laws of any other state do not provide for offenses or violations denominated or described in precisely the words used in sections (2) and (3), the director shall identify and determine the applicability of any offense or violation of substantially similar nature as those offenses and violations described in Missouri law.
- (5) An applicant shall be denied a school bus operator's permit if s/he has one (1) or more convictions for involuntary manslaughter while operating a motor vehicle in an intoxicated condition within ten (10) years preceding the date of application.
- (6) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked in the previous three (3) years for any reason not listed in sections (1)–(5), except for violation of Chapter 303, RSMo or sections 544.046 and 302.341, RSMo.
- (7) The criteria outlined in sections (1) through (6) of this rule for denying issuance of a school bus operator's permit to an applicant also apply to current holders of a school bus operator's permit. When these actions or violations occur, the school bus permit holder is notified that his or her school bus operator's permit is no longer valid due to the holder's driving history.

AUTHORITY: section 302.272, RSMo Supp.1997. Original rule filed Aug. 8, 1989, effective Nov. 26, 1989. Amended: Filed March 27, 1998, effective Sept. 30, 1998. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

**Original authority: 302.272, RSMo 1986, amended 1987, 1989, 1996.*

APPENDIX D - ADMINISTRATIVE RULE 12 CSR 10-24.370

(CRITERIA FOR AN APPROVED SCHOOL BUS PROGRAM TO WAIVE THE WRITTEN EXAMINATION)

12 CSR 10-24.370 Criteria for an Approved School Bus Program to Waive the Written Examination

PURPOSE: This rule establishes criteria for an approved eight-hour school bus training program required by section 302.272, RSMo to waive the written examination.

(1) The holder of a school bus permit issued under section 302.272, RSMo is eligible for a waiver of the written skills examination for renewal of the permit if evidence is provided to the director that a total of eight (8) hours of training is certified as completed, within the preceding twelve (12) months, in any two (2) or more of the following categories:

- (A) The role of the school bus driver;
- (B) Laws governing pupil transportation;
- (C) Discipline;
- (D) Loading and unloading procedures;
- (E) Driving fundamentals and road signs;
- (F) First aid;
- (G) Procedures for handling accidents and emergencies;
- (H) Emergency driving techniques;
- (I) Preventive maintenance and pretrip inspection;
- (J) Transportation of the handicapped; or
- (K) Behind-the-wheel instruction.

(2) No more than four (4) hours of training shall be in any one (1) topic listed in subsections (1)(A)—(K) of this rule.

(3) No program shall be approved by the director for eligibility of a waiver of written skills examination unless conducted by or under the supervision of a Department of Elementary and Secondary Education certified driver instructor. Examples of programs approved by the director may include, but not be limited to:

- (A) Missouri School Bus Driver Training Programs;
- (B) National Highway Safety Programs;
- (C) Missouri State Highway Patrol Programs;
- (D) American Red Cross First Aid Programs;
- (E) Missouri Association of Pupil Transportation Programs; or
- (F) Missouri School Bus Drivers Rodeo.

(4) At the time of renewal of a school bus permit as determined by the director, the holder shall present evidence of completion of at least eight (8) hours of approved training within the preceding twelve (12) months in order to be eligible for the written skills examination waiver. Evidence provided by the school bus permit holder shall be substantially the same as the Missouri School Bus Driver Training Certification form published with this rule.

(5) The Missouri School Bus Driver Training Certification, or its equivalent, shall be verified by a Department of Elementary and Secondary Education certified driver instructor.

(6) Any person who does not provide the required certificate of training for renewal of a school bus operator's permit shall be required to successfully pass the written skills examination for school bus drivers.

AUTHORITY: section 302.272, RSMo Supp. 1997. Emergency rule filed March 15, 1991, effective March 25, 1991, expired July 23, 1991. Original rule filed March 15, 1991, effective Aug. 30, 1991. Amended: Filed Nov. 21, 1991, effective April 9, 1992. Amended: Filed Oct. 22, 1997, effective April 30, 1998.*

**Original authority 1986, amended 1987, 1989, 1996.*

APPENDIX E - ADMINISTRATIVE RULE 12 CSR 10-24.090

(MISSOURI DRIVER LICENSE VISION TEST GUIDELINES)

12 CSR 10-24.090 Missouri Drivers License Vision Test Guidelines

PURPOSE: This rule establishes the vision reading requirements necessary to receive a Missouri drivers license and the restrictions imposed when a person's vision is less than 20/40.

- (1) The director shall require any person applying for a new drivers license or a person renewing a license to submit to an examination of his/her vision.
- (2) The vision examination shall be conducted with the use of the Snellan Vision Chart or other vision device of the same standard. Vision examinations may be conducted by any person employed by the Department of Revenue, fee office employees to whom the director has delegated authority and members of the Missouri State Highway Patrol. This person shall administer the vision test without cost to the applicant. Upon notification to the department, a registered optometrist or physician may conduct the vision examination at the applicant's own expense.
- (3) The director may issue a license with restrictions as described in sections (5)–(8) or may deny a license to any applicant as described in section (9).
- (4) Any person whose naked vision in either eye or both eyes is 20/40 or better may receive a license without vision restrictions.
- (5) Any person whose naked vision is less than 20/40 with either eye or both eyes may receive a conditional license based upon compliance with the following standards:
- (A) 20/40 or better with either eye or both eyes with corrective lenses shall be subject to the following restriction: 1. Corrective lenses;
- (B) 20/40 or better in the right eye and applicant's left eye tests 20/100 or less shall be subject to the following restriction(s): 1. With corrective lenses—Left outside rearview mirror and corrective lenses; and 2. Without corrective lenses—Left outside rearview mirror. The corrective lenses restriction may not be required if the left eye reading cannot be improved to 20/40 or better by corrective lenses; and
- (C) Any applicant not meeting the vision readings with or without correction as specified in this section shall be referred to a registered optometrist or physician for further testing.
- (6) Any applicant whose vision does not meet the 20/40 reading with corrective lenses and has been referred to a registered optometrist or physician may receive a conditional license based upon compliance with the following standards:
- (A) 20/40 or better with either eye or both eyes with corrective lenses shall be subject to the following restriction: 1. Corrective lenses;
- (B) 20/41–20/59 with either eye or both eyes with corrective lenses shall be subject to the following restriction: 1. Corrective lenses; and daylight driving only; and
- (C) 20/60–20/74 with either eye or both eyes with corrective lenses shall be subject to the following restriction: 1. Corrective lenses; daylight driving only; and operating a motor vehicle at no more than forty-five miles per hour (45 mph).
- (7) Any applicant whose vision reading is 20/75–21/160 with either eye or both eyes with corrective lenses shall be referred to the department. The department shall require the applicant to submit to an examination to determine his/her ability to operate a vehicle safely upon the public streets and highways of this state in spite of the vision infirmity. If the department is satisfied that the person safely can operate a motor vehicle, a conditional license restricting the applicant to points of operation, times of operation or any other driving conditions deemed necessary may be issued.
- (8) A restriction may be removed or waived from the drivers license under the following circumstances:
- (A) If an applicant's vision is better than 20/160 and cannot be improved with corrective lenses, the corrective lenses restriction shall not be required. Other restrictions may be required as determined by the department; and
- (B) If a registered optometrist or physician recommends removal of the daylight driving only restriction; or operating a motor vehicle at no more than forty-five miles per hour (45 mph) restriction.
- (9) Any applicant with a vision reading of 20/161 or less shall be denied a Missouri drivers license.

*AUTHORITY: section 302.175, RSMo 1994. * Original rule filed Dec. 2, 1986, effective March 26, 1987. Amended: Filed Sept. 17, 1987, effective Jan. 14, 1988. Amended: Filed Nov. 12, 1991, effective March 9, 1992 Amended: Filed Aug. 11, 1995, effective Feb. 25, 1996.*

**Original authority: 302.175, RSMo 1965, amended 1987, 1989.*

APPENDIX F - ADMINISTRATIVE RULE 12 CSR 10-24.130

(HORIZONTAL PERIPHERAL VISION SCREENING TEMPORAL REQUIREMENTS)

12 CSR 10-24.130 Horizontal Peripheral Vision Screening Temporal Requirements

PURPOSE: This rule establishes the horizontal peripheral vision requirements necessary to receive a Missouri drivers license.

(1) In addition to the visual acuity standards required by Missouri statutes and rules, as stated in 12 CSR 10-24.090, the director shall require any person applying for a drivers license to submit to a screening of his/her horizontal peripheral field of vision by an objective quantitative visual field instrument.

(2) If an applicant has a fifty-five degree (55°) or better temporal horizontal peripheral vision in each eye, s/he shall receive a license with no additional restrictions.

(3) If an applicant has less than fifty-five degree (55°) temporal horizontal peripheral vision in one (1) eye and at least eighty-five degree (85°) temporal horizontal peripheral vision in the other eye, s/he shall receive a license with the following restriction:

(A) If the applicant's right eye has less than fifty-five degree (55°) temporal horizontal peripheral vision, a right outside rearview mirror shall be required; and (B) If the applicant's left eye has less than fifty-five degree (55°) temporal horizontal peripheral vision, a left outside rearview mirror shall be required.

(4) If an applicant has less than fifty-five degree (55°) temporal horizontal peripheral vision in one (1) eye and less than eighty-five degree (85°) temporal horizontal peripheral vision in the other eye, s/he shall be referred to an eye doctor or physician of his/her choice for screening of his/her horizontal peripheral vision by an objective quantitative visual field instrument and shall receive a conditional license with the following restrictions:

(A) Daylight driving only; and

(B) Restricted to forty-five miles per hour (45 mph). 1. At the discretion of the department, either of the two (2) restrictions listed in subsections (4)(A) and (B) may be removed or waived from the drivers license if an eye doctor or physician recommends removal. 2. A specific driving radius may be required if a registered optometrist or physician recommends this restriction.

(5) Any applicant with a combined horizontal peripheral vision reading of less than seventy degree (70°) shall be denied a Missouri drivers license.

(6) Horizontal peripheral field of vision readings completed by an eye doctor or physician are valid for one (1) year from date of eye examination.

AUTHORITY: section 302.175, RSMo 1994. Original rule filed Oct. 1, 1987, effective March 11, 1988. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

**Original authority: 302.175, RSMo 1965, amended 1987, 1989.*

APPENDIX G - MEDICAL EXAMINATION FOR SCHOOL BUS OPERATOR'S PERMIT (DOR-3056)



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER ASSISTANCE BUREAU
MEDICAL EXAMINATION FOR SCHOOL BUS OPERATOR'S PERMIT

FORM
3056
(REV. 6-01)

PLEASE TYPE OR PRINT																											
NAME OF APPLICANT (LAST, FIRST, MIDDLE)										DATE OF BIRTH																	
STREET ADDRESS										SEX <input type="checkbox"/> M <input type="checkbox"/> F																	
CITY, STATE, ZIP CODE						DRIVER LICENSE NUMBER				STATE																	
VISION EXAMINATION																											
COLOR VISION DEFICIENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO				IF LENS/LENSES WORN DURING VISION TEST, RECORD IN CORRECTED BOX.																							
				ACUITY		LEFT		RIGHT		BOTH		ACUITY		LEFT		RIGHT		BOTH		ACUITY		LEFT		RIGHT		BOTH	
DO YOU WEAR CONTACT LENSES <input type="checkbox"/> YES <input type="checkbox"/> NO				NO AID		20/		20/		20/		COR- RECTED		20/		20/		20/		FIELD		"		"		"	
IF THE VISION SPECIALIST COMPLETING THE EXAMINATION IS DIFFERENT THAN THE MEDICAL EXAMINER COMPLETING THE REMAINING PART OF THIS FORM, PLEASE SIGN.																											
PRINTED VISION SPECIALIST'S NAME						VISION SPECIALIST'S SIGNATURE				DATE OF EXAMINATION		MEDICAL LICENSE NUMBER															
ADDRESS INCLUDING CITY, STATE, ZIP CODE										OFFICE TELEPHONE NUMBER ()																	
HEARING EXAMINATION																											
LEFT EAR						RIGHT EAR																					
DISEASE OR INJURY										HEARING AID <input type="checkbox"/> YES <input type="checkbox"/> NO																	
AUDIOMETRIC TEST (COMPLETE ONLY IF AUDIOMETER IS USED) DESCRIBE LOSS AT:																											
500 HZ		LEFT		RIGHT		1,000 HZ		LEFT		RIGHT		2,000 HZ		LEFT		RIGHT											
IF THE MEDICAL EXAMINER COMPLETING THE HEARING EXAMINATION IS DIFFERENT THAN THE MEDICAL EXAMINER COMPLETING THE REMAINING PART OF THIS FORM, PLEASE SIGN.																											
PRINTED MEDICAL EXAMINER'S NAME						MEDICAL EXAMINER'S SIGNATURE				DATE OF EXAMINATION		MEDICAL LICENSE NUMBER															
ADDRESS INCLUDING CITY, STATE, ZIP CODE										OFFICE TELEPHONE NUMBER ()																	
HEALTH HISTORY						EXISTING CONDITIONS																					
HEAD OR SPINAL INJURIES <input type="checkbox"/> YES <input type="checkbox"/> NO SEIZURES, FITS, FAINTING, CONVULSIONS OR DIZZINESS <input type="checkbox"/> YES <input type="checkbox"/> NO CARDIOVASCULAR DISEASE <input type="checkbox"/> YES <input type="checkbox"/> NO NEUROLOGICAL OR MENTAL DISORDERS <input type="checkbox"/> YES <input type="checkbox"/> NO OTHER <input type="checkbox"/> YES <input type="checkbox"/> NO						 ACTIVE TUBERCULOSIS TEST <input type="checkbox"/> YES <input type="checkbox"/> NO CURRENT COMMUNICABLE DISEASE <input type="checkbox"/> YES <input type="checkbox"/> NO LESS THAN NORMAL USE OF ARMS, HANDS, LEGS AND FEET <input type="checkbox"/> YES <input type="checkbox"/> NO EVIDENCE - ALCOHOL/DRUG USE <input type="checkbox"/> YES <input type="checkbox"/> NO IS APPLICANT ON SEDATIVE DRUGS/BLOOD PRESSURE MEDICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO OTHER <input type="checkbox"/> YES <input type="checkbox"/> NO																					
EXPLAIN ANY CONDITIONS INDICATED ABOVE.						EXPLAIN ANY CONDITIONS INDICATED ABOVE.																					
ANY NOTABLE PROBLEMS WITH BLOOD PRESSURE? <input type="checkbox"/> YES <input type="checkbox"/> NO																											
BLOOD PRESSURE				SYSTOLIC:				DIASTOLIC:				URINALYSIS															
LUNGS								SUGAR:				ALBUMIN:															
NOSE AND THROAT								HEART																			
COMMENTS ON ABNORMAL FINDINGS: _____																											
I CERTIFY I HAVE EXAMINED THE INDIVIDUAL NAMED ABOVE AND FIND THAT THIS PERSON <input type="checkbox"/> IS <input type="checkbox"/> IS NOT PHYSICALLY QUALIFIED TO SAFELY OPERATE A SCHOOL BUS.																											
PRINTED MEDICAL EXAMINER'S NAME						MEDICAL EXAMINER'S SIGNATURE				DATE OF EXAMINATION		MEDICAL LICENSE NUMBER															
ADDRESS INCLUDING CITY, STATE, ZIP CODE										OFFICE TELEPHONE NUMBER ()																	

MO 860-2196 (6-01)

APPENDIX G - MEDICAL EXAMINATION FOR SCHOOL BUS OPERATOR'S PERMIT (DOR-3056) SIDE 2

IMPORTANT: PLEASE READ BEFORE COMPLETING THE MEDICAL FORM

PHYSICAL QUALIFICATIONS FOR SCHOOL BUS DRIVERS

A SCHOOL BUS DRIVER SHALL:

1. Be in good physical and mental health,
2. Be free from communicable diseases,
3. Have normal use of both arms, hands, legs and feet,
4. Have at least 20/40 vision in each eye, with correction if necessary,
5. Be able to distinguish the colors of red, green and yellow,
6. First perceive a forced whispered voice in the better ear at not less than five (5) feet with or without the use of a hearing aid, or if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951, and
7. Refrain from driving under the influence of intoxicants, narcotics or drugs.

INSTRUCTIONS FOR PERFORMING MEDICAL EXAMINATION

The medical examiner should review these instructions before performing the medical examination. Answer each question. The medical examiner must be licensed in medicine or osteopathy and is required to certify that the applicant does not have any physical, mental, or organic defect of such a nature as to affect his or her ability to safely operate a school bus.

Eyes - Test applicant's visual acuity with and without corrective lenses, as applicable. In recording distance vision use 20 feet as normal. Report all vision as a fraction with 20 as the numerator and the smallest type read at 20 feet as the denominator. Note color blindness or other defects which would impair ability to safely operate a school bus.

Ears - When recording hearing, record distance at which whispered voice can first be heard. If audiometer is used to test hearing, record decibel loss at 500 Hz, 1,000 Hz, 2,000 Hz. Note whether hearing aid is utilized during testing and any disease or injury which would affect ability to safely operate a school bus.

Health History - History of certain defects may be cause for rejection or may indicate further examination is required. Any health history item to which the response is positive, should be discussed with the applicant and described in the "Comment" portion of the examination.

Existing Conditions - Certain existing conditions would be cause for rejection. Review the criteria outlined above to determine which existing conditions would result in rejection. Note any physical signs of drug or alcohol use or use of any medication which would impair ability to safely operate a school bus.

Blood Pressure - Record blood pressure, if blood pressure is abnormal, make comments as appropriate.

Urinalysis - Urinalysis is required to test for sugar and albumin. Note any abnormalities requiring additional testing or which would affect safe operation of a school bus.

Lungs - Note confirmed shortness of breath, audible wheezing, or other condition(s) that would affect safe operation of a school bus.

Heart - Stethoscopic examination is required. Note murmurs and arrhythmias, signs of cardiovascular disease or other defects that would affect safe operation of a school bus.

Nose and Throat - Note any evidence of disease or deformity likely to interfere with breathing or any other condition that would interfere with the safe operation of a school bus.

The medical examiner must sign, date, provide address, telephone number and medical license number as indicated on the medical examination form.

Please send this completed medical examination to:
Customer Assistance Bureau
301 West High Street, Room 225
P.O. Box 200
Jefferson City, MO 65105-0200
Telephone: (573) 751-3680
Fax: (573) 751-0466

APPENDIX H - REMITTER INFORMATION
SCHOOL BUS OPERATOR'S PERMIT
(EXAMPLE)

NAME OF DISTRICT
OR CONTRACTOR: _____

NAME OF CONTACT PERSON _____

ADDRESS: _____

City State Zip Code

TELEPHONE NUMBER () _____

NUMBER OF SCHOOL BUS OPERATOR'S
PERMIT APPLICATIONS SUBMITTED: _____

AMOUNT ENCLOSED: _____

(NOTE: This form should be used when submitting multiple applications for the permit. All correspondence regarding refunds, rejects, denials, all temporary permits and regular permits will be mailed to the contact person listed above.

Please ensure that the city, state and zip code are included. The payment enclosed must be sufficient to cover all applications for permits included. The Department of Revenue charges 10% of the face amount for all returned checks.)

APPENDIX I - SCHOOL BUS DRIVER TRAINING CERTIFICATION (DOR-4104)



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER ASSISTANCE BUREAU
301 WEST HIGH STREET - ROOM 225
PO BOX 200
JEFFERSON CITY MO 65105-0200

SCHOOL BUS DRIVER TRAINING CERTIFICATION

FORM



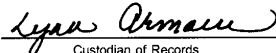
4104

(REV 6-01)

<div style="text-align: center; font-size: 2em; margin-bottom: 20px;"> </div>	
<p>I certify that _____, whose signature appears below, has completed a minimum of eight (8) hours of school bus driver training within the last 12 months in the following categories:</p> <p style="text-align: center;">NO MORE THAN FOUR (4) HOURS TRAINING SHALL BE IN ANY ONE TOPIC BELOW.</p> <p style="text-align: center;">(HOURS)</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ The role of the school bus driver <input type="checkbox"/> _____ The laws governing pupil transportation <input type="checkbox"/> _____ Discipline <input type="checkbox"/> _____ Loading and unloading procedures <input type="checkbox"/> _____ Driving fundamentals and road signs <input type="checkbox"/> _____ First Aid <input type="checkbox"/> _____ Procedures for handling accidents and emergencies <input type="checkbox"/> _____ Emergency driving techniques <input type="checkbox"/> _____ Preventative maintenance and pre-trip inspection <input type="checkbox"/> _____ Transportation of the handicapped <input type="checkbox"/> _____ Behind-the-wheel instruction <p>For information concerning the certification requirements, contact the:</p> <p style="text-align: right;">Missouri Department of Revenue Customer Assistance Bureau 301 West High Street - Room 225 PO Box 200 Jefferson City MO 65105-0200 Telephone: (573) 751-3680 Fax: (573) 751-0466</p>	
<p>I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.</p>	
<p>DRIVER/APPLICANT SIGNATURE</p>	<p>DATE</p>
<p>CERTIFIED DRIVER/INSTRUCTOR SIGNATURE</p>	<p>DLN NUMBER</p>
<p>THIS CERTIFICATION MEETS THE CRITERIA SPECIFIED IN THE PROMULGATED RULES.</p>	

MO 860-2346 (6-01)

APPENDIX J - FACSIMILE TRANSMITTAL SHEET/ POSTCARD

	Department of Revenue Customer Assistance Bureau 301 West High Street - Rm 225 P. O. Box 200 Jefferson City, MO 65105-0200	FACSIMILE TRANSMITTAL SHEET Telephone: (573) 751-3680 Fax: (573) 751-0466								
DATE:	TO:	FAX NUMBER:								
FROM:										
RE:										
THE DOCUMENT IS AN ACTUAL COPY OF THE PERMIT ISSUED: _____ AUTHORIZING _____ TO OPERATE A SCHOOL BUS.										
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">  <div style="text-align: left; margin-left: 10px;"> MISSOURI DEPARTMENT OF REVENUE CUSTOMER ASSISTANCE BUREAU SCHOOL BUS TEMPORARY AUTHORIZATION </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%; font-size: 8px;">TODAY'S DATE</td> <td style="width: 35%; font-size: 8px;">DRIVER LICENSE NUMBER</td> <td style="width: 25%; font-size: 8px;">SHIPMENT DATE</td> <td style="width: 15%; font-size: 8px;">TYPE</td> </tr> <tr style="height: 30px;"> <td></td> <td></td> <td></td> <td></td> </tr> </table> <div style="font-size: 10px; margin-bottom: 10px;"> The Customer Assistance Bureau received your application for a school bus permit. You have met the requirements for this temporary school bus permit. This permit is valid for 60 days from today's date as is indicated above. You will receive your regular school bus permit in the next 60 days, provided your criminal history record meets the requirements in Missouri Revised Statute, Chapter 302.272. </div> <div style="font-size: 10px; margin-bottom: 10px;"> This notice and your valid driver license must be in your possession while operating a school bus. </div> <div style="font-size: 10px; margin-bottom: 10px;"> TELEPHONE NUMBER: (573) 751-2730 FAX NUMBER: (573) 751-0466 </div> <div style="display: flex; justify-content: space-between; font-size: 8px; margin-top: 10px;"> MO 860-2708 (3-01) DDR-4593 (3-01) </div> </div>			TODAY'S DATE	DRIVER LICENSE NUMBER	SHIPMENT DATE	TYPE				
TODAY'S DATE	DRIVER LICENSE NUMBER	SHIPMENT DATE	TYPE							
 Custodian of Records										

APPENDIX K - NOTICE OF FAILURE TO PASS A DRUG, ALCOHOL OR CHEMICAL TEST REGARDING PERSONS POSSESSING SCHOOL BUS PERMITS (DOR-4684)



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER ASSISTANCE BUREAU

NOTICE OF FAILURE TO PASS A DRUG, ALCOHOL OR CHEMICAL TEST REGARDING PERSONS POSSESSING SCHOOL BUS PERMITS

FORM
4684
(REV. 6-01)

I hereby certify that the following employee:

FIRST NAME	MIDDLE INITIAL	LAST NAME	DRIVER LICENSE NUMBER	DATE OF BIRTH
ADDRESS			CITY	STATE ZIP CODE

is employed by:

NAME OF COMPANY/CORPORATION	CONTACT PERSON	TELEPHONE ()
ADDRESS	CITY	STATE ZIP CODE

I further certify that on _____, the above employee
(MONTH/DAY/YEAR)

☐ failed to pass ☐ refused to complete a(n):

☐ drug test (enclose copy of test results)

☐ alcohol test (enclose copy of test results) administered by _____

☐ chemical test (enclose copy of test results)

that was administered pursuant to the requirements of any federal or state law, rule or regulation regarding the operation of a school bus.

SIGNATURE OF EMPLOYER OR OFFICER OF EMPLOYER

DATE

Please send the completed document to the following address:

Missouri Customer Assistance Bureau
301 West High Street - Room 301
P. O. Box 200
Jefferson City, MO 65105-0200
Telephone Number: (573) 751-3680
Fax Number: (573) 751-0466.

APPENDIX L - ADMINISTRATIVE RULE 5 CSR 30-261.045

(PUPIL TRANSPORTATION IN VEHICLES OTHER THAN SCHOOL BUSES)

5 CSR 30-261.045 Pupil Transportation in Vehicles Other Than School Buses

PURPOSE: Section 304.060, RSMo, authorizes vehicles other than approved school buses to be used for transportation of students. This rule establishes standards for transportation in other than approved school buses.

(1) Requirements for transportation of students in vehicles designed for transporting more than ten (10) passengers including the driver.

(A) After July 1, 2001, newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity, as defined by the manufacturer, to carry more than ten (10) passengers including the driver that are used to transport students to or from school or to transport students to or from any place for educational purposes or school purposes shall meet state and federal specification and safety standards applicable to school buses. Contract common carriers meeting federal Department of Transportation standards may be used for field trips as outlined in section (3) of this rule.

(2) Requirements for transportation of students in vehicles designed for transporting ten (10) passengers or less including the driver.

(A) The number of passengers, including students and driver, that may be transported at any one (1) time shall be limited to the number the manufacturer suggests as appropriate for that vehicle in accordance with section 304.060, RSMo, or if not posted in the vehicle, then limited to the number of seat belts in the vehicle.

(B) The driver and each passenger shall be properly secured with the appropriate seat restraint at all times while the vehicle is in motion.

(C) Motor vehicles designed for enclosed passenger transportation may be used subject to approval by the local board of education.

(D) Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.

(E) The driver of a district owned or district contracted vehicle shall have a valid Missouri operator's license for the motor vehicle and comply with section 302.272, RSMo, and 5 CSR 30-261.010(2)(A)1.-3., not to include a parent or guardian transporting only their children under a written contract with the district and who is not compensated by the district. The parent or guardian shall have a valid Missouri operator's license for the vehicle operated as per 5 CSR 30-261.010(2)(A).

(F) The driver of a privately owned vehicle who is not compensated by the school district to transport students to and from school or school related events shall have a valid Missouri operator's license for the vehicle operated as per 5 CSR 30-261.010 (2)(A). This shall include any person who transports school children as an incident to employment with a school or school district, such as a teacher, coach, administrator, secretary, school nurse, or janitor unless such person is under contract with or employed by a school or school district as a school bus operator as per section 302.010 (19), RSMo. Compensation shall be defined for the purpose of this section as any reimbursement received by the driver that exceeds the average cost of operating a car per mile as established by the American Automobile Association.

(G) Motor vehicles shall have liability insurance coverage in accordance with section 537.610, RSMo, and as required by the local board of education.

(H) When transportation service in motor vehicles other than those licensed as school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.

(3) Requirements for Transportation of Students in Authorized Common Carriers.

(A) Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this rule, are over-the-road intercity-type coaches equipped with reclining seats, air conditioning and restroom facilities, and holding authority from the Missouri Department of Economic Development, Division of Motor Carrier and Railroad Safety, or the Federal Motor Carrier Safety Administration.

(B) There shall be a written contract between the district and individual or firm providing the vehicle.

(C) All contracts with authorized common carriers shall include:

1. Proof of liability insurance in the amount of five (5) million dollars per accident; and
2. Proof of safety inspection and compliance with applicable Federal Motor Carrier Safety Regulations.

(D) The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

*AUTHORITY: section 304.060, RSMo 1994. * This rule was previously filed as 5 CSR 40-261.045. Original rule filed Sept. 15, 1977, effective Jan. 16, 1978. Amended: Filed July 23, 1987, effective Oct. 25, 1987. Amended: Filed May 23, 1991, effective Dec. 9, 1991. Amended: Filed Aug. 31, 1992, effective April 8, 1993. Emergency rule filed June 26, 1996, effective July 6, 1996, expired Jan. 1, 1997. Amended: Filed July 9, 1996, effective Feb. 28, 1997. Rescinded and readopted: Filed March 22, 2000, effective Oct. 30, 2000.*

**Original authority: 304.060, RSMo 1949, amended 1977, 1987, 1992.*